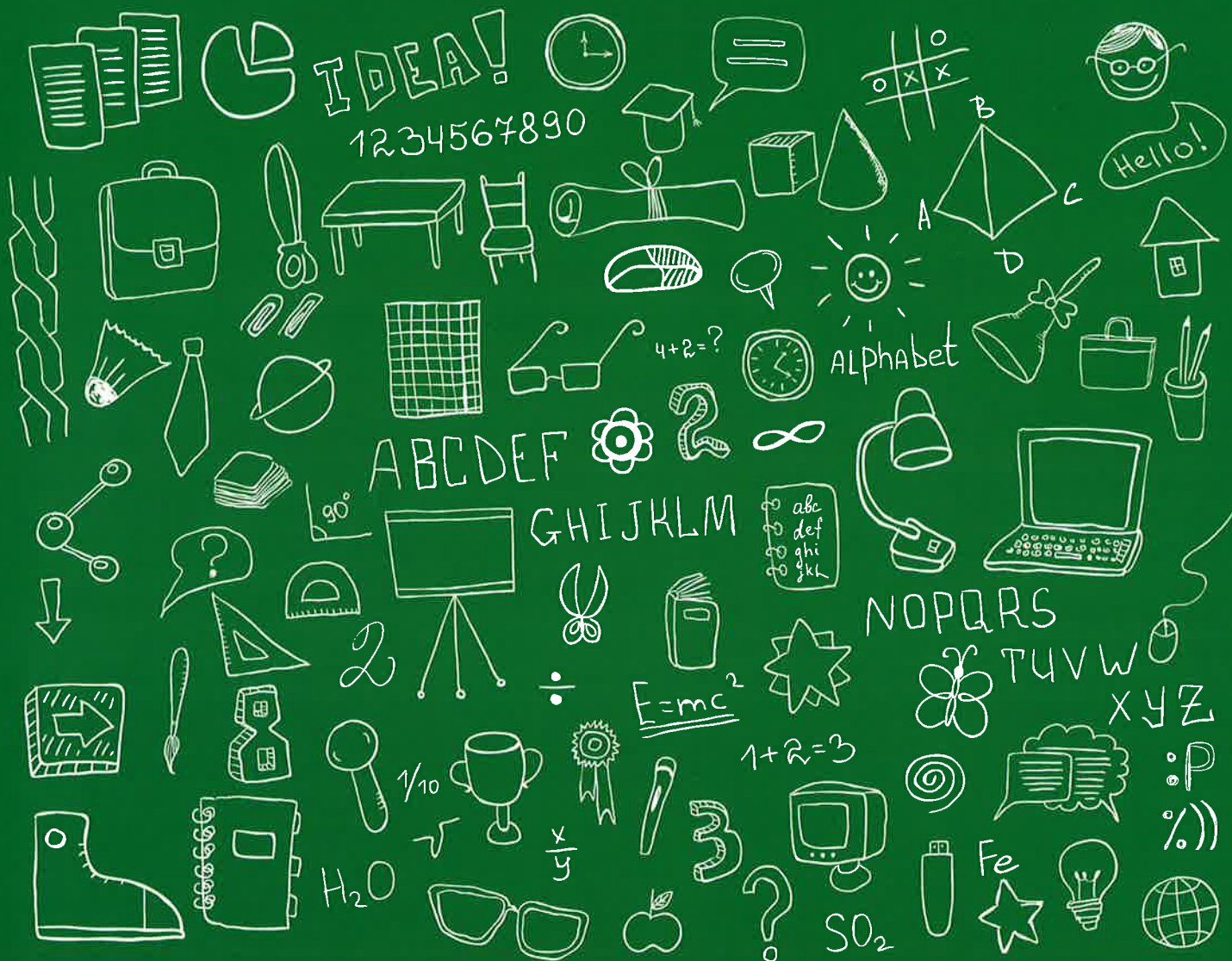


Apply for a secondary school place before 31 October 2017



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.

You can only make an online application through Warwickshire if you are a resident within the county. If you do not live in Warwickshire, then you must apply through your home authority.

The deadline for on time applications is 31 October 2017.

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 1 March 2018.

Late applications will be considered as part of specific reallocation rounds, which will commence on 19 March 2018.

After 31 October 2017 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.

Three things to remember when you apply.

Start with your first choice school.

Bear in mind 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 we can from 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/mapsecondaryschools

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

If you live in a school's priority area it normally improves the chance of being offered a place at that 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.

Siblings at the school you apply for.

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.

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

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 / email.

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.

Children who are educated out of year group.

If your child is currently educated outside of their chronological year group, and you wish them to transfer to Year 7 with their current cohort, then you will need to formally request this through the Admissions Service.

Further guidance about this process, and the relevant request form which must be completed and returned, can be found online:

warwickshire.gov.uk/startingschool

Team contact information:

Saltisford Office Park
Ansell Way
Warwick
CV34 4UL



01926 414143



@WCCApply4School



Don't forget: the deadline for applications is 31 October 2017

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.

If the child's address changes after 31 December 2017, then consideration will be given to the application using the new address after 1 March 2018. If an offer would not have been made using the new address

information, then any school place offered may be withdrawn.

If you're moving house.

Future house moves will only be taken into account if confirmed before 29 December 2017.

Proof of the move will also be required.

Failure to provide suitable proof of a new address may result in the application being classed as late or the application being processed using the previous address.

Further residency requirements apply to applications made for a Warwickshire grammar school. These are outlined in the admissions arrangements for each school.

If you have included a grammar school on your application then the Admissions Service will contact you in December 2017 to advise you of what you need to do.

Documents will be required at that time and must be

submitted to the Admissions Service by 29 December 2017.

Failure to comply with these requirements will result in your application for the grammar school being classed as late.

The new address must satisfy the definition of 'home address' as outlined in the admission arrangements for 2018 entry.

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.

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.

Information on special schools in Warwickshire is available

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

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

Applications & the 11+ test.

Warwickshire has six grammar schools, which all allocate places based on the results a child obtains in an 11+ test.

All of Warwickshire's grammar schools are Academies, but they are still state schools so they are free to attend. You do not have to pay for your child to sit the 11+ test either.

If you wish for your child to be considered for a grammar school place then you must register them for the 11+ test by 7 July 2017.

You must also name the grammar school(s) you are interested in on your application for a secondary school place, even if you do not live in Warwickshire.

The 11+ test for 2018 entry is operated as a shared test between Warwickshire and the Grammar Schools in Birmingham foundation.

Your child only needs to sit the test once, with one of the authorities, and they can be considered for grammar school places within both counties.

You must name the grammar schools you are interested in on your application.

If you live in Warwickshire, then you should register your child for the 11+ test through the Warwickshire website: warwickshire.gov.uk/elevenplus

The main 11+ test date is: Saturday 9 September 2017.

You will receive further information about the test day after the 7 July 2017.

Over-subscription

Children living in the priority area for a school are sometimes given higher priority for a place, but this depends on each individual school.

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

Consideration may also be given to 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, and will determine the over-subscription criteria used to allocate places.

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

For more information visit: warwickshire.gov.uk/admissionpolicies



Any questions or queries about grammar schools, or the 11+ test, should be emailed to: elevenplus@warwickshire.gov.uk

Important dates for applications.

2017

8 MAY 2017*

Secondary application packs will be posted to all Warwickshire parents who have a child who is due to start secondary school in September 2018.

Online 11+ test registration opens.

14 JUNE 2017

Deadline for on time registration where SEND or medical provisions are being requested. Paper-form registration only.

7 JULY 2017*

Applications close for on-time 11+ test registration. If your registration is received after this date then it will be classed as late.

9 SEPTEMBER 2017*

Main 11+ test date.

16 OCTOBER 2017

11+ test results posted or emailed to parents.

31 OCTOBER 2017

National deadline for on-time applications for a secondary school place.

29 DECEMBER 2017

Deadline for submitting proof of address. See individual school's arrangements for further information.

2018

1 MARCH 2018

National Offer Day for on time applications. Late applications not due to a house move will be considered from this point.

19 MARCH 2018

Reallocation commences.

29 MARCH 2018

Deadline by which an appeal should be submitted.

4 JUNE 2018

In-year application process commences.

3 SEPTEMBER 2018

Coordinated admissions process concludes.

Applications for Year 7 places submitted from this date will be processed in line with the in-year admissions process.

31 DECEMBER 2018

Year 7 waiting lists discarded.

*These dates, relating to the 11+ test, are only relevant if you wish to apply for a place at a grammar school.