

8. What happens if I am not offered any of my preferences?

If we cannot offer any of the schools you have listed we will offer a place at the next nearest community or voluntary controlled school in Warwickshire with spaces, or the next nearest own admission authority school with spaces which is willing to offer a place. The next nearest school with spaces will be measured by straight line distance. Your child will be placed on the waiting list(s)

becomes available at a school it is offered to the child who is at the top of the waiting list.

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: www.warwickshire.gov.uk/schoolappeals

There will be a closing date by which to submit your appeal. This will be found 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 the other applicants appealing for places at the school. This may have an effect on the outcome of your appeal.

If you are successful at appeal, the school will 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.

9. School Transport

Information relating to home to school transport eligibility can be found at: www.warwickshire.gov.uk/schooltravel
Further information including deadlines to apply will be provided along with your offer letter/email.

If you need any extra help you can contact us in the following ways:

Tel: 01926 414143 (option 2)
Email: admissions@warwickshire.gov.uk
Web: www.warwickshire.gov.uk/admissions
Post: Warwickshire Admissions Service,
Saltisford Office Park, Ansell Way,
Warwick, CV34 4UL

Follow us on Twitter to keep up to date with all the latest Warwickshire school admissions news and information.

 @WCCApply4School

Apply Online
By 5PM 16 January 2017
www.warwickshire.gov.uk/admissions

Checklist

Make sure you have done all of the things below by the closing date of 16 January 2017.

1. Read the whole of the booklet 'Applying for a Primary, Infant or Junior School Place 2017'.
2. Found out information about schools that interest you.
3. Picked up to six schools to list on your application and have remembered the following:
 - To list your preferred school first.
 - To list more than one school on your application.
 - To include your priority area school as one of your preferences.
 - To tell us about any siblings who already attend one of your preferences (including partner Infant / Junior schools).
 - That if your child is offered a place at a particular school there is no guarantee any younger children will be offered a place at the same school.
4. Applied for a school place online, by sending us a paper form, or by calling the School Admissions Service.
5. Submitted any supplementary forms and / or other evidence, such as a Baptism certificate, directly to the relevant schools.

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Applying for a Primary, Infant or Junior School Place 2017



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This booklet is for parents (including carers) with children born between 01 September 2012 and 31 August 2013. Your child can start school from September 2017.

It is also for parents with children in year 2 at an infant school. Your child will need to transfer to a junior or primary school in September 2017.

Choosing a school is an important decision and there are a number of things we suggest you do before applying. You should look at the websites of any schools you are interested in and you should also try to visit the schools. We also recommend you look at the Ofsted and Department for Education websites as they contain important information about exam and inspection results. Talking to your child about which school they would like to attend is also really important.

1. Important dates for admissions

The closing date for applying on-time for a school place is 5pm 16 January 2017. Failure to apply on-time may significantly reduce the chances of your child being offered a place at your preferred school.

- ★ **01 AUGUST 2016**
Online application process opens to Warwickshire residents
- ★ **01 December 2016**
Deadline for parents to request deferment, ie: that their child enter Reception in the term following their fifth birthday, rather than the term following their fourth birthday.
- ★ **16 JANUARY 2017 (5pm)**
Closing date for on-time applications for a school place
- ★ **28 FEBRUARY 2017**
Final date for families moving into or within Warwickshire to provide proof of their new address
- ★ **14 APRIL 2017**
Offer letters posted to Warwickshire residents
- ★ **18 APRIL 2017**
National offer day - offer emails sent to Warwickshire residents from 8:30am

2. Things to consider when applying for a school place

Warwickshire residents can list up to six schools on their application. We strongly recommend you list more than one school. Each school you list on your application is referred to as a preference.

Listing only one school will not increase your chances of gaining a place at a particular school.

Listing more than one school will not affect your chances of gaining a place at your first preference school.

If we can offer a place at more than one school we will offer a place at the highest preference possible. You should list schools in your preferred order and put the school you would most like your child to attend first. There is no guarantee though that you will be offered the school you list first.

In 2016 88% of applicants were offered their first preference; 95% of applicants were offered one of their first three preferences.

Priority areas are an important part of the admissions process. Every address in Warwickshire is in a school's priority area. Living in a priority area does not guarantee a place at a particular school but it does improve the chances of being offered a place.

Our website contains further details of how places were

allocated at each school last year.

www.warwickshire.gov.uk/startingprimaryschool

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

You can view an interactive map of Warwickshire school priority areas at www.warwickshire.gov.uk/primaryschool. Do not assume that the school closest to your address is your priority area school.

We strongly recommend you list your priority area school on your application

Apply Online
By 5PM 16 January 2017

www.warwickshire.gov.uk/admissions

3. How to apply



Save time ... Apply online! You can apply online at www.warwickshire.gov.uk/admissions

The process is quick, easy and secure. You can choose to receive your offer of a school place via email and can accept your offer online. To apply online all you need is an email address and your Council Tax Property Reference Number.

The deadline for on-time applications is 16 January 2017. If you apply after this date your application will be classed as 'late'. Late applications will not be processed until the first re-allocation date on 08 May 2017 and may significantly reduce the chances of your child being offered a place at your preferred school.

If you wish to change the schools on your application you must request this by contacting the Admissions Service. After 16 January 2017 any preference changes or additions will be considered as late unless you are moving house.

If you have difficulty applying online you can call the Admissions Service on **01926 414143**

4. Other important information

Starting school age

Children attending infant and primary schools in Warwickshire can be admitted at the beginning of the academic year in which they reach five years of age; this can be in advance of compulsory school age. A child is of compulsory school age from the term following their fifth birthday.

Siblings

If your child is offered a place at a school there is no guarantee that your younger child(ren) will be offered a place at that school. This is especially the case if you live outside the school's priority area. Looked After Children and those with Special Educational Needs are normally offered places first. In many schools children living in the priority area with siblings at the school are then offered places followed by other children living in the priority area. Only then are places offered to children with a sibling at the school who live outside of the priority area. In each category children living closest to the school are given the highest priority.

You should consider this very carefully when choosing which school(s) to apply for. To understand how places are offered please also consider the admission arrangements of the school(s) in question. These can be viewed at www.warwickshire.gov.uk/admissionpolicies

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

Attending a nursery

You must apply for a primary / infant school place even if your child is already attending the nursery or other pre-school group at one of your preferred schools. There is no guarantee that your child will be allocated a place at the school attached to their nursery. The majority of schools do not include reference to attending nursery within their over subscription criteria.

Definition of Home Address

This is where the child normally resides / sleeps when they attend school. Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

There is also an expectation that a child will be resident at the address used to allocate a place from the start of term

and will continue to reside at that address. All circumstances surrounding the application will be taken into account in deciding whether or not this requirement has been met.

Short-term house moves which occur only to secure a school place and which are considered fraudulent or intentionally misleading may result in the place being withdrawn.

Where a school place is allocated on the basis of an address which is subsequently found to be different from the child's home address the place can be withdrawn. This includes situations where the address used to allocate a place changes.

Moving House

Future house moves will only be taken into account if they can be confirmed by 28 February 2017. Independent proof of the move, such as a tenancy agreement that terminates after the start of the autumn term or proof that there has been an exchange of contracts in the purchase of a house will be required. There is an expectation that the address used will satisfy the definition of 'home address'. Proof of residence at the address may be required.

Separated Parents

Warwickshire's Admissions Service will not become involved in disputes between parents.

Where individuals with parental responsibility cannot agree on either the home address or school preferences, we will only consider the application of the parent whose address is held by the child's GP. The other application will not be considered.

Supplementary Forms

Some schools require you to fill out an additional form to apply for a place. The school's admissions criteria should indicate whether or not you need to complete a supplementary form. For more information please visit www.warwickshire.gov.uk/admissionpolicies

Special Educational Needs and Disability (SEND)

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

Further information is available at www.warwickshire.gov.uk/send or by calling the SEND team on 01926 742160.

5. Applying for a Year 3 place at a primary school

As Year 3 is not the normal point of entry for a primary school, applications for a place in Year 3 at a primary school for September 2017 will be considered as 'in-year' applications.

Parents should not apply for a place in Year 3 at other Primary schools using the Common Application Form (CAF) as the application will not be processed as part of the local authority's coordinated scheme. Any such applications should instead be made in accordance with the local authority's in-year scheme.

The table shows the primary schools in Warwickshire that offer extra Places at Year 3.

School

3. ● 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
- Knightslow C of E Primary School

Applications for Year 3 places at primary schools starting in September 2017 can be submitted from Monday 22 May 2017. Places will then be offered from Monday 12 June 2017 onwards. See Warwickshire's in-year scheme for more details.

6. 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 oversubscription 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 oversubscription criteria.

Academies, Voluntary Aided, Foundation and Free Schools - The Academy Trust or Governing Body of the school sets the oversubscription criteria.

Details of which oversubscription criteria is used by each school can be found at www.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.

7. Warwickshire County Council's oversubscription criteria

Within each criterion, priority is given in order of straight line distance between the home and school. The shortest distance has the highest priority. For more information on how distances are measured, please see www.warwickshire.gov.uk/schoollcriteria

All distances are subject to changes which may occur with updates of mapping data.

Children with a statement of Special Educational Needs or an Education Health and Care Plan are admitted first. This will reduce the number of places available for other applicants.

For Primary/Infant Applications (Reception Class in September)

1. Children in 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 under section 46 of the Adoption and Children act 2002.
2. Children living inside the priority area who will have a brother or sister at the school at the time of admission.
3. Children living inside the priority area who will have a brother or sister at the partner junior school (or primary school) at the time of admission.
4. Other children living inside the priority area.
5. Children living outside the priority area who will have a brother or sister at the school at the time of admission.
6. Children living outside the priority area who will have a brother or sister at the partner junior school (or primary school) at the time of admission.
7. Other children living outside the priority area.

For Junior Applications (Year 3 in September)

1. Children in 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 under section 46 of the Adoption and Children act 2002.
2. Children living inside the priority area who will have a brother or sister at the school at the time of admission. Children living inside the priority area who will have a brother or sister at the partner infant school at the time of admission.
3. Children living outside the priority area who will have a brother or sister at the partner infant school at the time of admission.
4. Other children living inside the priority area.
5. Children living outside the priority area who will have a brother or sister at the school at the time of admission.
6. Children living outside the priority area who attended the partner infant school immediately prior to transfer.
7. Children living outside the priority area who will have a brother or sister at the partner infant school at the time of admission.
8. Other children living outside the priority area.

Information on the offers that were made at each school for September 2016 can be found at www.warwickshire.gov.uk/startingprimaryschool.

This information changes each year depending on the number of applicants and the areas they are applying from.