



Admissions Policy 2019/20

(ratified by the Full Governing Body on 16th October 2018)

Review Cycle: 1 Year – Autumn Term

Review By: Leadership Team, HR/Standards Sub-
Committee

Contents:

Secondary School Admissions (Year 7), Appeals,
Waiting Lists, Warwickshire County Council IYFAP

This policy is derived from the Warwickshire County Council Admission Arrangements 2018/19 and Coordinated Admissions Scheme and is based on the School Admissions Code which came into effect on 1st February 2012.

Admission Arrangements for 2018/19

1. Background

- 1.1 The Local Authority (LA) is the admission authority for community and controlled schools and is therefore responsible for determining admission arrangements for these schools. The School Standards and Framework Act 1998 requires local authorities to consult with parties about admission arrangements before determining or varying them and the School Admissions Code lists those who must be consulted.
- 1.2 In academies, the governing body is the admission authority and it must consult on admission arrangements by 1st March of the determination year. This applies unless it is exempt from consulting in accordance with the 2012 School Admissions Code. This states that "if no changes are made to admission arrangements they must be consulted on at least every 7 years".
- 1.3 All LAs are required to have in place a scheme for coordinating admission arrangements for maintained schools and academies within their area.
- 1.4 Coordinated schemes are intended to simplify the admission process for parents whilst reducing the likelihood of any child being left without a school place. Coordination establishes a mechanism that ensures as far as is reasonably practicable, every parent of a child who has applied for a place at a maintained school or academy is sent a single offer of a school place by the LA in which their home address falls (their home authority)
- 1.5 As well as containing the oversubscription criteria for schools where the LA is the admission authority, this document also contains details of Warwickshire's coordinated scheme and that it applies to all Warwickshire schools required to be part of such arrangements.

2. Secondary School Admission (Year 7)

- 2.1 The relevant area for Warwickshire is the County of Warwickshire.
- 2.2 Children will transfer from primary and junior schools at the end of Year Six.
- 2.3 All schools have a Published Admission Number (PAN) for each 'relevant age group'. This is the age group at which pupils are normally admitted to the school. Alcester Academy's PAN is 130 for Year 7.
- 2.4 In Warwickshire each community and voluntary controlled school has an area identified as its priority area (other local authorities refer to catchment areas). A small number of schools share priority areas; these are known as shared priority areas. Full details of priority areas are available on the Warwickshire County Council website.
- 2.5 Parents of the children identified as being resident in Warwickshire and having a date of birth that falls on or between 1st September 2007 and 31st August 2008, will be sent a secondary application pack via their child's primary/junior school from June 2018.

Application packs will also be sent to Year Five children attending Stratford Preparatory School, The Croft School, Milverton House, Crescent School and other schools on request, and to those children resident in Warwickshire and known to be receiving home education. Details of those children resident in Warwickshire but attending schools outside of Warwickshire are sent to the Admissions Service by the current school's home LA. Application packs will be sent to these children as and when information is received.

- 2.6 Parents of children living in Warwickshire, or any other LA, are able to name seven schools on their Common Application Form (CAF) in their preferred order and to provide the reasons for their preferences. Parents are encouraged to apply via Warwickshire's on-line service.
- 2.7 All of the preferences will be treated equally when allocating school places against the over-subscription criteria for each school.
- 2.8 Preferences for schools or academies in other LAs will be considered against the relevant over-subscription criteria.
- 2.9 Where it is possible to offer a place at more than one of the schools listed on the application form a place will be offered at the highest preference possible.
- 2.10 In the event that a Warwickshire secondary community or voluntary controlled school is oversubscribed the following over-subscription criteria will be used when allocating places in Year Seven.
 1. Children in the care of, or provided with accommodation by, a LA and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order);
 2. Children living in the priority area who will have a brother or sister at the school at the time of admission;
 3. Other children living in the priority area;
 4. Children of staff employed: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
 5. Children living outside the priority area who will have a brother or sister at the school at the time of admission;
 6. Other children living outside the priority area.

Please note that:

- a) Children with an Education and Health Care (EHC) Plan that names a school will be admitted first. In this event, the number of places that remain for allocation will be reduced.
- b) Time of admission relates to the time the applicant would start at the school – not the time of application or offer.

Within each criterion priority is given in order of distance between the child's home and school. (shortest distance = highest priority)

Distance will be calculated by straight line measurements from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school in question. (The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data).

- 2.11 Where the LA is unable to allocate a place at any preferred school, a place will be allocated at the next nearest community or voluntary controlled school maintained by Warwickshire with availability **or** the next nearest own admission authority school (**excluding selective schools**) with availability where the admission authority is prepared to offer a place. The next nearest school with availability will be identified based on distance calculated by straight line measurement.
- 2.12 Applications for Year 7 places will be considered as transfer applications until the end of the autumn term at which point an application will enter the relevant in-year admission arrangements.
- 2.13 Waiting lists will be held for all maintained schools until the end of the autumn term 2017, at which point an applicant will enter the relevant in-year admission arrangements.

3. Proposed timetable for processing applications to secondary school (Year 7) in September 2019

| Secondary Timetable* | Process for Transfer to Secondary School 2018 entry |
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| Late March 2018 | The Admissions Service will write to all primary and junior schools with current Year 5 data. Schools are required to check data |
| 18 th March 2018 | Schools to return Year 5 data to Admissions Data |
| 6 th May 2018 | Application packs to all Warwickshire Schools to include those mentioned in 2.5 |
| 27 th June 2018 | On-line application process opens |
| 31 st October 2018 | National closing date for applications to be received by the Admissions Service On-line system closes Late applications will be considered after those received on time |
| 11 th November 2018 (approx) | First exchange of data with surrounding LAs |
| 21 st November 2018 | Total and first preference count available to schools via SAM Information available to own admission authority schools using their own oversubscription criteria in order for children to be prioritised. Available via SAM to academies purchasing the Admissions Service and to include straight line measurements. Sibling checklists available to all schools via SAM |
| 23 rd January 2019 (approx) | Second exchange of data to surrounding LAs |
| 1 st February 2019 | Final date for families moving into the area (proof of address must be provided by this date) |
| 3 rd February 2019 | Third exchange of data to surrounding LAs |
| 6 th February 2019 | Provisional offers available to all schools via SAM. Schools to notify admissions of any issues by 13 th February 2018. Data to remain confidential |
| 13 th February 2019 | Final exchange of data with surrounding LAs. Schools to notify admissions of any issues with provisional offers |
| 27 th February 2019 | Admissions Service post offer letters second class to |

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| | Warwickshire residents |
| 1 st March 2019 | National Secondary Offer Day Offers to on-line applicants available from 8.30am via email Automatic waiting lists open |
| 15 th March 2019 | Closing date for parents to accept place offered Places will be reallocated by Admissions Service as and when vacancies arise up to and including 31 st December 2018 |
| 16 th March 2019 | Reminder letters sent to parents who have not accepted the place offered. Parents given seven days to respond |
| April to June 2019 | Appeals scheduled – timetable for appeals available on WCC website |
| By the end of term | Final electronic file of allocations to schools via S2S |

***Exact date still to be published by WCC**

4. Appeals

- 4.1 Parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference expressed where they have received a refusal. However, they cannot appeal for a place at a school preferred lower than their offer as this place will not have been considered and therefore will not have been refused.
- 4.2 Appellants will be expected to lodge appeals prior to the publicised deadline, but will be given at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal; appeal forms will be available from the Admissions Service.
- 4.3 The LA will provide appeal forms for all academies.

5. Waiting Lists

- 5.1 Waiting lists for all of Warwickshire's secondary schools will be held by the LA.
- 5.2 Children will be automatically added to the waiting lists if all Warwickshire schools listed as a higher preference than the school at which a place is allocated. This excludes grammar schools where waiting lists are set by a child's performance in the selection (11+) test.
- 5.3 Waiting lists are compiled in strict priority order against the published oversubscription criteria. Offers will be made from waiting lists as vacancies arise. A child's position can move up and down the waiting list as other students are added to the list. Late applicants are not penalised when added to waiting lists, and the amount of time a child has been on a school's waiting list is irrelevant.
- 5.4 The parents of a child on waiting lists will be contacted at the end of the autumn term and asked if they wish their child to remain on the list. If so, a fresh application will be needed. Parents must respond within the relevant timescale. If they do not register their continued interest by submitting a fresh application their child will be removed from the relevant list.
- 5.5 Following the end of the autumn term students on waiting lists will enter the relevant 'In-Year Admission Arrangements'

6. Warwickshire County Council's In-Year Admission Arrangements

- 6.1 Under the School Admissions Code that came into effect on 1st February 2012, there is no requirement for LAs to coordinate in-year admissions from September 2013 onwards. However WCC will coordinate in-year applications for Warwickshire residents for all community and voluntary controlled and own admission authority schools unless the school has indicated otherwise in their admission arrangements. Contact School admissions for most up to date information.
- 6.2 Warwickshire residents applying for a place in non-Warwickshire schools should contact the relevant LA. Non-Warwickshire residents wishing to apply for a Warwickshire school should in the first instance contact their home authority.
- 6.3 Procedure for in-year applications for places at schools where Warwickshire County Council administer in-year applications.
- 6.4 Parents are able to express up to 6 preferences.
- 6.5 All of the preferences will be treated equally when allocating school places against the over-subscription criteria for each school.
- 6.6 Where it is possible to offer a place at more than one of the schools listed on the application form a place will be offered at the highest preference possible.
- 6.7 Application forms are available from WCC Admissions Service and the WCC website. Forms allow parents to provide:
- Information about their child's educational history;
 - Their reasons for changing their child's school; and, in order to ensure fair access;
 - Details of the official services and individuals working with their child, for example Education Social Worker.
- 6.8 This will enable a discussion to take place with the current school regarding any concerns the parents may have.
- 6.9 Parents will be asked to provide proof of address when submitting an application form.
- 6.10 If a preference is expressed for an own admission authority school details of the application will only be sent to the school if it ranked first or an offer cannot be made at a higher ranked school.
- 6.11 Own admission authority schools are required to notify the Council within seven school days of receipt of an application if a place can (or cannot) be offered.
- 6.12 Where it is not possible to offer any of the named preferences and the applicant does not want their child to remain at their current school, a place will be allocated at the nearest community or voluntary controlled school maintained by Warwickshire with availability or the nearest own admission authority school with availability where the admission

authority is prepared to offer a place. The next nearest school with availability will be identified based on distance calculated by straight line measurement.

- 6.13 Where a place is not secured under the normal in-year admission arrangements then the application may need to be considered under the In-Year Fair Access Protocol (IYFAP – see section 7)
- 6.14 Notifying parents of the outcome of the applications.
- 6.15 The Council will notify the parents of children living in its area of the outcome of their application, regardless of whether the Council is the school’s admission authority. Notification letters will not be sent by individual schools.
- 6.16 Parents are expected to confirm acceptance of the offer of a school place within fourteen days after the date of the offer and to ensure their child begins attending school within six weeks of the offer. Where a child fails to take up a place within six weeks the place may be withdrawn.
- 6.17 Appeals
- 6.18 Parents will be informed of their statutory right of appeal when they receive the outcome of their applications. Parents can appeal for any preference expressed where they have received a refusal. However, they cannot appeal for a place at a school preferred lower than their offer as this place will not have been considered and therefore will not have been refused.
- 6.19 Appellants will be given at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal; in the case of own admission authority school appeal forms will be available from the school’s admission authority.
- 6.20 The LA will provide appeal forms for all academies.
- 6.21 Waiting Lists
- 6.22 Waiting lists for all of Warwickshire’s primary and secondary community and voluntary controlled schools will be held by the LA. Warwickshire Admissions also holds waiting lists for certain own admission authority schools where this is indicated in the school’s admission arrangements.
- 6.23 Waiting lists for other schools that use their own published admissions criteria will be held by the individual schools.
- 6.24 All waiting lists held by the LA will be cleared at the end of each academic term. Towards the end of each term parents will be asked to register their continued interest. A fresh application will be required.
- 6.25 For in-year admission to selective schools see the school’s own admission arrangements.
- 6.26 The LA aims to process in-year applications within 10 school days via the following process:

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| Step 1 | Application received by the Admissions Service and acknowledged |
| Step 2 | Application assessed |
| Step 3 | If a preference has been expressed for a voluntary aided, trust, foundation school or academy, and it is relevant for them to consider admission, send applicant details to the school by email or fax |
| Step 4 | Check availability at preferred schools |
| Step 5 | Own admission authority schools to indicate if a place is available (where applicable). Offer letter issued if a place is available at any of the preferences listed. If not offered first preference move to step 9. If offered first preference move to Step 10 |
| Step 6 | If a place cannot be allocated at any school listed a place at the nearest will be allocated or If the child falls under the IYFAP refer to IYFAP officer for placement. |
| Step 7 | Notify unplaced school of offer |
| Step 8 | Decision letter sent |
| Step 9 | Children not offered a place at their first preference are added to the waiting list of all schools listed as a higher preference than the school at which a place was offered. |
| Step 10 | Application closed |

7. Warwickshire County Council's In-Year Fair Access Protocol (IYFAP)

7.1 Introduction and Background

7.2 LAs are required to operate an In-Year Fair Access Protocol (IYFAP). The aim of such protocols is to ensure that outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. The majority of schools in the area are required to agree to the protocol and the LA must ensure that no school – including those with places – is asked to take a disproportionate number of children who have been excluded from schools, or who have challenging behaviour. Protocols must include details of how the LA will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

7.3 Warwickshire already operates an IYFAP and this successfully places a large number of children each year.

7.4 In light of the changing relationship between the LA and schools, Warwickshire's current IYFAP is under review and will be the subject of a separate consultation with schools and other key stakeholders.

7.5 Full details of the current protocol can be obtained from School Admissions. When the revised protocol is available this will be published along with other relevant documents relating to the admission process.

8. Glossary/Key Terms

Own Admission Authority Schools

Voluntary aided, trust foundation schools and academies. In such schools the academy trust or governing body is the admission authority

Looked After Children

Children in the care or, or provided with accommodation by a LA (under Section 22(1) of the Children Act 1989) and children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order)

Sibling, i.e. brother or sister, attending the school at the time of admission

Sibling is defined in these arrangements as; a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister, or the child of the parents' partner, where the child for whom the place is sought is living in the same family unit and at the same address as that sibling.

Fraudulent or Intentionally misleading applications

Parents should be aware that where a school place is offered based on a fraudulent or intentionally misleading application that the place is withdrawn – even after the child has started at the school.

Proof of address

When submitting an application parents will need to provide appropriate proof of the address used as the basis of their application. This will normally be a Council Tax reference Number. Each year the Admissions Service will contact a random sample of applicants and ask for further proof of address.

Definition of Home Address

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.

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 that place can be withdrawn.

This includes situations where the address used to allocate a place changes prior to the place being taken up.

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 for a reasonable period of time.

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

Postal Address File (PAF)

The address point location coordinate of the applicant's home address as set by Ordnance Survey

Applications made from the same multiple dwelling sharing a single Postal Address File (PAF)/Other applications where the distance from home to school is identical.

Where required, individual priority for such applicants within a particular criterion will be set by random allocation (lottery). The draw will be carried out by two officers of the Admissions Service in the presence of a LA Solicitor. The order of the draw will be recorded and countersigned at the time.

Separated parents

Where the child lives with each of their parents at separate addresses, the address used for allocating a school place will be the one where the child spends (i.e. sleeps) the majority of the school week. If the child spends exactly equal amounts of time in the two addresses the child's

parents/carers will be asked to nominate which address they wish to be the child's main address for school admission purposes. Should they fail to do so by the published closing date the Council has the right to nominate the address that it considers appropriate.

In the case of disputes between parents, there is an expectation that parents will resolve these amongst themselves and make a single application which both parents are in agreement with.

Twins, triplets or other multiple births

Where the final place in a year group is offered to one of the twins, triplets or another multiple-birth child, places(s) will normally be offered to the other multiple-birth child(ren) where the LA and school's admission authority (if different) are in agreement – even if this means going above the PAN.

Admissions above PAN

Children with a Statement of Special Educational Needs that names the school will be admitted. In this event the number of places that remain for allocation will be reduced or may result in a school exceeding its PAN

If a secondary school is full in the year group another place can be offered provided that:

- a) No other applications have been refused places in the same year group – wherever they live;
- b) The child is living or moving into the school's priority area (proof of address will be required);
- c) The admission will not breach the infant class size limit (where applicable – unless the child falls under one of the 'excepted' groups as set out in the infant class size section);
- d) The LA believe it would be unreasonable not to offer a place and the school's admission authority (where applicable) are in agreement with the place being offered.

If a school has a waiting list then it will not normally be possible to offer additional places as other applicants **will** have been refused places in the same year group. However, if the LA and the school's admission authority (if different) agree, then **all** applicants on the waiting list, or groups of children/individual children falling under a particularly high criterion, considered as an 'exception' (see above), or where it would be considered unreasonable not to, **may** be offered a place.

Admission above PAN for Looked After Children

Except where a child is placed in an emergency, no care placement should be made without the education element being satisfactorily arranged. Where the placement has had to be made in an emergency, and education has not been secured, or where educational provision breaks down, then LAs must secure an educational placement within 20 days.

Moves of care placement can occur outside the normal admissions round when many schools are full. To avoid delays resulting from the local appeals procedure, Community and Controlled schools will be asked to admit, without appeal, looked after children resident within their priority area even though their admission limit has already been reached or exceeded.

Headteachers and governors of own admission authority schools are invited to formally adopt the above policy.

Under Age and Over Age applications

WCC's policy is that children should generally be educated within their appropriate age group. In some situations parents applying for a school place may wish to request that their child is admitted to a school outside of their normal year group – for example if they are moving from overseas and their child has not been educated in the English school system. Parents should, in the first instance, contact WCC's Admissions Service. The request will be discussed with the Headteacher of the preferred school, with all relevant information taken into account. Each request will be looked at on an individual basis, with any decision taken on the basis of what is considered to be in the child's best interests.

Children of UK service personnel (UK Armed Forces)

For families of service personnel with a confirmed posting to their area, a place will be allocated in advance if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address which can be used for the application against the relevant oversubscription criteria.

Late applications (Entry or Transfer Year Groups)

Late applications will only be considered after the applications received by the closing date (on-time applications).

Late applications because of an impending move:

Offers of places at secondary level will take account of a future move involving the child's address only if it can be confirmed before 2nd February 2018 i.e. if the parent can provide independent proof of the move, such as 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. There is an expectation that the address used will satisfy the definition of 'home address' (see above). Proof of residence at the address may be required. The LA may undertake a home visit without prior notice to verify a pupil's home 'address'

Signed _____ Headteacher

Signed _____ Chair of Governors

Date _____