

Admission to Secondary School September 2021 entry



INFORMATION YOU NEED TO KNOW

You will need to accept or decline the school place offered by 12th March 2021 in order to secure a school place for September 2021. Failure to accept the place offered may lead to the place being withdrawn and your child missing education.

- **How to ACCEPT a school place**

- *The quickest way to accept the school place offered to you is online*
- *Go to www.warwickshire.gov.uk/admissions and click on 'accept a school place'*

- **How to DECLINE a school place**

- *Please go to our website www.warwickshire.gov.uk/admissions and click on 'decline a school place'*
- *You will need to provide information about the child, the person declining, and which alternative school the child will be attending in September 2021.*

- **How to get on a school WAITING LIST**

- *The Admissions Service operate waiting lists for school places. If you have not been offered your first preference school, you will **automatically** be placed on the waiting list for your higher preference schools.*
- *Places will be reallocated from 15th March 2021 – **please do not contact the Admissions Service about a waiting list place before the 15th March 2021** as we will not be able to give you any information on waiting list priority.*
- *Please note that a child's position on a waiting list can move up and down as offers are being reallocated after 15th March 2021.*

- **How to lodge an APPEAL**

- *You can appeal for any higher preference school for which you have been refused a place. We advise you to accept the offer you have been made as this will secure a school place for your child for September 2021. This will not affect any appeal you lodge, nor your place on any waiting lists.*
- *For further information go to www.warwickshire.gov.uk/admissions to lodge an appeal online*

We strongly urge you to read through this document thoroughly.

Acceptance Deadline: 12th March 2021

All applications for children transferring to secondary school in September 2021 have been considered and offers are made on 1st March 2021.

Online applications - If you submitted your child's application online through the parent portal, the best way to retrieve your offer is by going online to www.warwickshire.gov.uk/admissions and logging into the parent portal to view the outcome of your application.

Paper and telephone applications - If you completed your child's application over the telephone or submitted a paper application form, you will receive a separate letter confirming which secondary school your child has been offered. The letters will be sent in the post on 26th February 2021

Summary of important school admission dates

| | |
|--------------------------------------|--|
| 1st March 2021 | Appeals process opens |
| 1st March 2021 | Application process for transport assistance opens |
| 10th March 2021 | Deadline for new applications or amendments to existing applications to be made in order to be considered in the first round of reoffers |
| 12th March 2021 | Deadline to accept or decline a school place offer |
| 15th March 2021 | First round of reoffers commences |
| 29th March 2021 | Deadline for on time appeals. Appeals received by this date will be heard between 22 April and 16 June 2021 |
| 21st April 2021 | Deadline for new applications - in order to be considered in second round of reoffers |
| 26th April 2021 | Second round of reoffers commences |
| 21st May 2021 | Deadline to apply for transport assistance for any approved assistance to be in place for September 2021 |
| 1st September 2021 | In-Year Admissions process commences September 2021 onwards |

Accepting the school place offered

We highly recommend that you accept the secondary school place that has been offered to your child at this stage, even if it is not your preferred school. You will automatically be placed on the waiting list for your higher preference schools. If you do not accept the school place you are at risk of losing the place when places are reallocated after 15th March.

Accepting the school place you have been offered does not disadvantage you in the reallocation process, and it does not affect your right to appeal. By accepting the school place offered you are guaranteeing your child a place at secondary school for September 2021.

You can now log in to your [online parent account](http://www.warwickshire.gov.uk/admissions) through the Warwickshire website and accept the school offered by following the on-screen instructions on your child's application page www.warwickshire.gov.uk/admissions

Make sure you accept the offered school on the online portal, in order to confirm your acceptance of the school offered. This information will then be reported to the school that your child has been offered.

Declining the school place offered

We understand you may feel disappointed if you have not received an offer for your preferred school. If you are not satisfied with the offer you have received, we strongly encourage you to accept the offer initially – this will guarantee your child has a secondary school place for September 2021.

Accepting the offer your child has been made will not disadvantage you - you will automatically be added to the waiting list for your higher preference schools, and accepting the place does not in any way affect your right to appeal the decision

Please be aware that if you do wish to decline the secondary place offered to you by Warwickshire County Council it is important you have alternative education provision in place for your child from September 2021. This could include a confirmed place at an independent (private) school, or that you have made the decision to home educate your child.

There is no guarantee that the local authority will be able to offer your child a place at any of the alternative preferred schools on your application,

If you do not wish to accept the school place which has been offered to your child then please go to our website www.warwickshire.gov.uk/admissions and click on 'decline a school place' link to complete a short form.

If you do not secure a school place for your child to start in September 2021, or you do not decide to home educate your child, the local authority will refer your child to the Warwickshire Attendance Service (WAS), who have the authority to begin legal proceedings in relation to children who are not attending school. It is therefore extremely important that you make the Admissions Service aware of your child's education destination for September 2021 entry.

Reallocation rounds

After the school place offers are made for secondary schools on 1st March 2021, the Council will process all the acceptances and declines made by 12th March. From the 15th March onwards, the Council will then start to reallocate offers where spaces have become available.

For this year of entry, Warwickshire Admissions Service will be operating specified reallocation rounds as part of the re-offers process.

| First Reallocation Round | |
|--|--|
| Cut-off date for new applications to be considered in first reallocation round, including any changes to an existing application | 11.59pm on Wednesday 10 th March 2021 |
| Deadline date to accept or decline an offer | 12 th March 2021 |
| First reallocation round to commence | From Monday 15 th March 2021 |
| First reallocation round expected to be completed | Thursday 1 st April 2021 |

The first round of reallocating unwanted school places will start on **Monday 15th March** and continue until **Thursday 1st April**. It is unlikely that the Admissions Service will be able to notify

Acceptance Deadline: 12th March 2021

parents of any re-offers until after Monday 23rd March. If we can offer you a higher preference in the reallocation round you will be contacted by email or telephone call.

In order to be considered in the first reallocation round, Warwickshire Admissions Service must have received your application (or have been notified of any changes to your application, including an updated address) by no later than **Wednesday 10th March**.

New applications – or changes to existing applications – received after 10th March will be considered as outlined below.

| Second Reallocation Round | |
|---|--|
| Cut-off date for new applications to be considered in second reallocation round, including any changes to an existing application | 11.59pm on Wednesday 21 st April 2021 |
| Second reallocation round to commence | From Monday 26 th April 2021 |
| Second reallocation round expected to be completed | Friday 7 th May 2021 |

A second reallocation round will then commence from **Monday 26th April** and is expected to be completed by **Friday 7th May**. It is unlikely that the Admissions Service will be able to notify parents of any re-offers until after Monday 3rd May. If we can offer you a higher preference in the reallocation round you will be contacted by email or telephone call.

In order to be considered in the second reallocation round, Warwickshire Admissions Service must have received your application (or have been notified of any changes to your application, including an updated address) by no later than **Wednesday 21st April 2021**.

New applications – or changes to existing applications – received after 21st April will be considered on an ad hoc basis.

Making changes to your application

Please note that the school place your child has been offered is based on the information as you provided in your application. You **must** notify us of any changes as soon as they occur. The relevant admission authority (eg. local authority, academy trust or governing body) may withdraw the offer where it is established that it has been obtained through a fraudulent, or intentionally misleading, application.

If you move to a new house at any point or have moved to a new house recently and not notified us, then you must inform us of this as soon as possible.

If you wish to make any other changes to your application – for example, you would like to add further school choices – then you will need to contact your home authority. Warwickshire residents should contact the Warwickshire School Admissions Service to make these changes, in line with the published reallocation dates that are outlined above.

Please note: If you made your original application through our online parent portal, any changes you make to your online account will not be processed.

The only way that changes can now be made to an existing application – or a new application submitted – is either via email or over the phone through the Admissions Service.

Changes can be made to an application for Year 7 entry in September 2021 up to, and including, **Tuesday 31st August 2021**.

Acceptance Deadline: 12th March 2021

If you would like to amend your application at any point from 1st September 2021 then you will need to complete a Change of School application as part of the In-Year admissions process. Further information about this process can be found on our website at: www.warwickshire.gov.uk/admissions

Waiting lists for Warwickshire schools excluding grammar schools

If your child has **not** been offered a place at one, or more, of the preferred schools that you applied for, this is because there were more applications received for that school than there were places available. When this happens applicants who couldn't be offered a place are placed on a waiting list in which they are ranked in the order of the over-subscription criteria by the admission authority of the school concerned. Places are then offered to those applicants who have been allocated the highest criteria until all available places at the school are filled.

Your child will automatically be added to the waiting list(s) of any school listed as a higher preference on your application than the school you have been offered with the exception of grammar schools. The waiting lists are held in the order of over-subscription criteria, as determined by the school concerned, and will include both on time and late applications equally.

Your child's position on any of those waiting lists could change at any time and applicants can move both up and down on the waiting lists. Movement up and down the list happens as vacancies become available and or late applicants are added to the waiting list in criteria order.

Late applications can be received – and will be processed - for secondary schools until the coordinated admissions process ends on 1st September 2021.

Waiting lists for Warwickshire grammar schools

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 information leaflet called: '**2021 Offer Day Information**', a copy of which is available on our website. This information leaflet confirms the qualifying score that has been set for each of the six grammar schools within the county, for the 2021 entry year, as well as the minimum score required for an applicant to be placed on to the waiting list for the grammar schools applied for.

If your child has not scored at least the minimum waiting list score for the grammar school(s) you have applied for then they will not be considered to be of the required academic standard for a place at that school. Your child will not be placed on to the waiting list for a grammar school where they are not considered to meet the required academic standard and the application will not be considered any further. You can, however, still lodge an appeal for a place at each of the grammar schools you have applied for and been refused a place, regardless of your child's score from the 11+ test. Please see the section below entitled: 'School Appeals for Warwickshire Schools' for more information about the appeals process.

Waiting lists for schools in other local authorities

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 2021 entry, for all Warwickshire secondary schools, will be held until December 2021, at which time, all those lists will be discarded. It will then be at the discretion of each school as to whether or not they wish the local authority to maintain a waiting list on their behalf for the rest of the academic year, whether they want to maintain a list directly with the school, or whether there will not be a waiting list at all.

The waiting lists for all non-selective Warwickshire secondary schools will be open from Monday 1st March 2021. Waiting lists for the Warwickshire grammar schools will be open from Monday 16th March.

School appeals for Warwickshire schools

You have the right to appeal for any school that you have named on your application and where your child has been refused a place – i.e. any school that you have named as a higher preference than the school your child has been offered. This includes all six of the Warwickshire grammar schools.

Lodging an appeal, submitting relevant evidence, attending an appeal hearing and awaiting the outcome of an appeal can be quite a daunting and emotional process. Many appeals that are heard for Warwickshire's schools are not successful. We therefore recommend that you think carefully about lodging an appeal for any of the schools where your child has been refused a place. Further information and statistics relating to school admissions and the appeals process can be found at:

www.gov.uk/government/collections/statistics-school-applications

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***

Some schools in Warwickshire operate their own appeals process. You will be advised if this applies to the school you wish to appeal for when you attempt to lodge the appeal through the website above. In such cases, please contact the school concerned for more information about their appeal process.

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 of lodging your appeal to confirm that it has been received by the School Appeals Team, please contact them on: 0845 155 1793. Alternatively, you can email: ***schoolappeals@warwickshire.gov.uk***

Appeals for year 7 entry from September 2021

- National Secondary Offer Day – Monday 1st March 2021
- Deadline for lodging appeals –Monday 29th March 2021
- Appeals received by Monday 29th March 2021 will be heard by Wednesday 16th June 2021
- Appeals received after Monday 29th March 2021 will be heard within 40 school days of the deadline date or within 30 school days of the appeal being lodged (whichever is later).

Secondary School on-time applicants: hearings will commence on Wednesday 28th April 2021 and finish on Wednesday 16th June 2021

Please note: no appeals will be heard between 31st July 2021 and 1st September 2021. Hearings will resume in September 2021, after the summer holidays. You can still lodge an appeal online during this time though.

If you are unable to access the website, you can request a paper copy of the appeal form from the Admissions Service. You must then send your completed form to the School Appeals Team, using the details found on the appeal form.

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

****You can only appeal once for each school, for each academic year of entry****

School transport

The Home to School Transport Policy was updated in September 2019. We strongly advise that you read through the Warwickshire County Council Home to School Transport Policy before applying for transport assistance for your child. Further information about this can be found on our website at: www.warwickshire.gov.uk/schooltravel

The application process is outlined on the school transport website and will be open from 1st March 2021.

➤ Transport assistance – further information

If you wish to apply for home to school transport assistance for your child (for example, a free bus pass), then you should apply for this as soon as possible after offer day on 1st March 2021.

Applications should be submitted by the deadline of **Friday 21st May 2021** to ensure that any approved transport assistance is in place in time for the start of the academic year in September. We are unable to guarantee that applications received after this date will be processed in time for the start of the new academic year in September.

If your application for transport assistance is received after the deadline stated above, and cannot be processed before the start of the new academic year in September, then you will need to make alternative arrangements to get your child to and from school yourself until we are able to make suitable arrangements.

If you have any questions regarding eligibility for a bus pass, or the application process for transport, then please contact the Education Transport team

www.warwickshire.gov.uk/schooltransport

For enquiries about bus routes and services available please contact the Transport Operations team: <https://www.warwickshire.gov.uk/schoolbustimetables>

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: www.warwickshire.gov.uk/parentguides

**To protect you
immunisations**

If you have any queries or questions about the details laid out in this information leaflet, please do not hesitate to contact the Warwickshire School Admissions team.

E: admissions@warwickshire.gov.uk