



# Change of School Application Process

## How to apply

- Complete all sections of the Change of School application form. Section B must be completed by the child's current or most recent school. Failure to include Section B with the application will result in delays. If you are unable to obtain this information, for example if your child has been educated outside of the UK, then we recommend you include a recent school report if possible.
- If you live outside Warwickshire, but wish to make an application for a place at a Warwickshire school, please contact your home authority (who you pay your Council Tax to) to discuss the application process. You may then need to apply using the Warwickshire Change of School application form.
- A small number of Warwickshire schools oversee their own in-year admissions. Details of these schools can be found on our webpage: **[www.warwickshire.gov.uk/changingschools](http://www.warwickshire.gov.uk/changingschools)** If you are applying for one of the schools listed on this page, you must contact the school directly.
- We advise that you apply for more than one school. If we cannot offer your first choice of school we will try to offer a place at the school you have listed next. There is no advantage in applying for a place at only one school, your child's application may be delayed if additional schools are added later in the process.
- All change of school applications must be accompanied by valid proof of the child's main address. Applications without accompanying valid proof of address will be delayed.  
*Acceptable proof of address includes: a recent utility bill, council tax bill, housing benefit letter, bank statement, rental agreement or a solicitors letter confirming completion when purchasing a new property.*

## How long does it take?

- We aim to process all applications within 10 school days. However, if your application is not completed in full, it may take longer.

Applications may also take longer than 10 school days for:

- Children with statements of special educational needs or an Educational Health Care plan.
- Grammar school places.
- Children who fall under the In Year Fair Access Protocol, which includes students in Year 11 (more information about this can be found on the next page).

## How are places offered?

- All admission authorities must use the same policies for allocating school places for in year admissions as those for the normal year of entry.
- If there are more applications than places available, places at the school will be offered based on the school's oversubscription criteria.
- For further information on the over subscription criteria used by Warwickshire schools please go to: **[www.warwickshire.gov.uk/admissionpolicies](http://www.warwickshire.gov.uk/admissionpolicies)**

**Please note:** Once a school place has been offered you have **10 school days** to accept that place. Your child will need to start at the school offered within 6 school weeks from the date the place is accepted. If the place is not taken up within this period it may be offered to another child and you may need to reapply.

## What happens if I don't get a place at the school I applied for?

- Warwickshire County Council is legally obliged to offer you a school place if you live within Warwickshire and your child is without a school place. If we cannot offer any of the schools you have asked for, we will normally make an offer at the next nearest community or voluntary controlled school maintained by Warwickshire with spaces available, or the next nearest own admission authority school with spaces available which is prepared to offer a place.
- A letter will be sent informing you of this offer. We will also send you information about waiting lists and details of how you can appeal for a place at any of the schools you applied for and were not offered a place at.
- Current legislation limits the size of Infant classes (Reception, Year 1 and Year 2) to 30 pupils per teacher. Infant class size appeals can only be successful in very limited circumstances.
- Further information is available at <http://www.warwickshire.gov.uk/schoolappeals>

## Home addresses and children who live at more than one address

A home address is where the child spends the majority of their school nights. Proof of this address will be required before a change of school application is processed. If you are applying to change school due to a house move then proof of your new address will be required.

*Acceptable proof of address includes: a recent utility bill, council tax bill, housing benefit letter, bank statement, rental agreement or a solicitors letter confirming completion when purchasing a new property.*

Where a 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. 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.

Addresses used for before and after school childcare will not be considered as a home address.

## Transport to school

When considering changing your child's school you also need to consider how your child will travel to school. Parents have a responsibility to get their child to school and should not rely on transport being provided. For further information regarding Warwickshire home to school transport please go to:

[www.warwickshire.gov.uk/schooltravel](http://www.warwickshire.gov.uk/schooltravel)

## Why do applications for some children take longer than 10 school days?

### Children with statements of special needs or an Educational Health Care plan

Applications will be passed to the Special Educational Needs and Disability, Assessment and Review (SEND) team. This team will need to consult with the school(s) about whether or not they can meet the individual needs of the child.

### Grammar schools places

Entry to a grammar school is based on a child's ability. This is assessed by the child sitting a selective test and then matching the results to the children already attending the grammar school. There are two different types of test and the one your child will sit is dependent upon their age. If your child is under the age of 12 years, please contact the Admissions Service for further information. If your child is 12 years or over, please contact the grammar school you are interested in directly. You must complete the Change of School application form and return it to the Admissions Service, whichever testing route your child takes.

## Year 11 places

If a student has already started studying in Key Stage 4 it is important that they transfer to a school that can match the majority of options chosen. Children changing school in Year 11 will fall under the In Year Fair Access Protocol, please see below.

### In-Year Fair Access Protocol (IYFAP)

Some applications may need to be considered under Warwickshire County Council's 'In Year Fair Access Protocol' (IYFAP). This applies to certain children when it has not been possible to secure a place through the normal in-year admissions process.

Applications dealt with under the IYFAP can take longer than 10 school days as additional support may need to be put in place.

### Children who may be considered under Warwickshire's Fair Access Protocol

The vast majority of children will be placed under the normal in-year admissions process. However, where a school with places wishes to refuse an applicant, and chooses to refer the case for placement to the local authority, the child must not already have a place in a local\* school and must fall under one of the following categories:

- a. children from the criminal justice system who have been excluded and are eligible to be reintegrated into mainstream education;
- b. children who have been out of education for two months or more;
- c. children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- d. children who are homeless;
- e. children with unsupportive family backgrounds for whom a place has not been sought;
- f. children who are carers;
- g. children with special educational needs, disabilities or medical conditions (but without a statement);
- h. children in Year 11 at the time the original application is submitted;

If your child's application is being considered under the IYFAP then you will be notified of this.

Further information on the IYFAP can be found at [www.warwickshire.gov.uk/changingschools](http://www.warwickshire.gov.uk/changingschools)

*\*A local school is the priority area school, a school geographically closer than the priority area school or a school where Warwickshire County Council is providing transport.*

## Useful Contacts

### ■ School Admissions Service

Saltisford Office Park, Ansell Way, Warwick, CV34 4UL

Tel: **01926 742047**

Fax: **01926 742084**

Email: [admissions@warwickshire.gov.uk](mailto:admissions@warwickshire.gov.uk)

Website: [www.warwickshire.gov.uk/admissions](http://www.warwickshire.gov.uk/admissions)

### ■ Special Educational Needs and Disability, Assessment and Review (SEND)

Tel: **01926 742160**

Email: [sen@warwickshire.gov.uk](mailto:sen@warwickshire.gov.uk)

Website: [www.warwickshire.gov.uk/sen](http://www.warwickshire.gov.uk/sen)

### ■ Family Information Service

Tel: **01926 742274**

Email: [fis@warwickshire.gov.uk](mailto:fis@warwickshire.gov.uk)

Website: [www.warwickshire.gov.uk/fis](http://www.warwickshire.gov.uk/fis)