

Ash Green School **Admission Arrangements**



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Year 7 entry in September 2025 and In-Year admissions for the 2025/26 academic year

Basic principles

For entry to the school in September 2025, the Published Admission Number (PAN) for Year 7 is 180.

The School will abide by the local authority's (Warwickshire County Council) coordinated admission scheme for the relevant entry year, in line with the information detailed in this document. Further information about the application process can be found at:

<https://api.warwickshire.gov.uk/documents/WCCC-555761535-371>

The School will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code and the School Admissions Appeals Code of Practice) as they apply at any given time to maintained schools and with the law on admissions as it applies to maintained schools.

Reference in the codes to admission authorities shall be deemed to be reference to the Governing Body of the School. In particular, the School will take part in any Admissions Forum set up by their Local Authority ("LA") and have regard to its advice and any Co-ordinated Admissions System operated by the LA. Applicants will be required to complete the Common Application Form (CAF) and return it to the LA the applicant resides in.

The School will admit children with an Education, Health and Care Plan (EHCP), where the School is named on the Plan. This will only be determined after consultation with the child's Plan Co-ordinator (as appointed by the child's local authority), and providing that the School can fully meet the child's needs for provision with specialist support and within budget.

In the event of any disagreement between the School and the LA over the proposed naming of the School on an Education, Health and Care Plan, the school may ask the Secretary of State to determine whether the School should be named. The Secretary of State's determination shall be final. However, this does not affect a parent/carer's right to appeal against the refusal to name Ash Green School on an Education, Health and Care Plan. Such appeals must be made to the Special Educational Needs and Disability Tribunal.

Admission arrangements – Year 7 entry in September 2025

The School has a Published Admission Number (PAN) of 180 students for Year 7. The School will admit the admission number of students in the relevant age group each year if sufficient applications are received. If there are more applications received than there are

places available, over-subscription criteria will be applied to each applicant and places offered in order of priority against such criteria.

The School may choose to admit a higher number of students than its published admission number for any specific year group.

The School will use the following timetable for applicants wishing to apply for Year 7 entry to the School in September 2025:

- March 2024 – the School will publish information about the arrangements for admission, including over subscription criteria. Details of open evenings and other opportunities for prospective pupils and their parents to visit the School will be published on the School's website.
- July – October 2024 - The School will hold open evenings/opportunities for parents and students to visit the schools. The School reserves the right to conduct virtual open evenings/opportunities in consideration of environmental circumstances.
- 31st October 2024 – Closing date for on time applications to be received by the child's local authority, in line with the School Admissions Code.
- November/December 2024 – LA will allocate over-subscription criteria to each application, where this is required. Applications will then be sent to the School for checking, including the checking of sibling information. School will confirm to LA when all application details and criteria are correct so that LA can run allocation process for offers of places at the School.
- March 2024 - Applicant's local authority will notify them about their secondary school allocation.

Over subscription criteria

The School will consider all applications for places. Where fewer than 180 places are required, the School will offer places to all applicants.

If there are more applications than there are places available, in line with the school's PAN, applications will be prioritised against the following over-subscription criteria and places will be allocated in priority order: Additional information relating to the categories outlined below can be found on the next page of this document.

All children with an Education, Health and Care Plan that names the School will be admitted. This will reduce the number of places available for remaining applicants.

1. Looked after children and all previously looked after children, as well as children who have been adopted through a CVAA UK agency.
2. Children living in the priority area for the school, who will have a sibling attending the same school in Years 8 - 13 at the time of admission in September 2025.

3. Other children who live in the priority area for the school.
4. Children living outside the priority area for the school, who will have a sibling attending the same school in Years 8 - 13 at the time of admission in September 2025.
5. Other children who live outside the priority area for the school.

Further explanation for over-subscription criteria

Category 1:

Children in care and children who ceased to be in care because they were adopted or became subject to a child arrangement order or special guardianship order. A copy of the interim / full care order, or a copy of the adoption certificate, or other applicable documents, may be requested at any time during the admissions process.

Also, children who have been adopted through a local authority or through a voluntary adoption agency that is registered with CVAA UK. This category applies to all adoptions which do not fit within the above description, including those which take place outside of English law. A copy of any relevant documents may be requested at any time during the admissions process.

Categories 2 and 4:

The School see the benefits of children from the same family attending the same school and will give priority to sibling connections when allocating places. However, there is no guarantee that a sibling will be offered a place at the School even if an older sibling is already attending. Places will be offered in order of priority against the School's over-subscription criteria.

Sibling is defined as: a full brother or sister; a half brother or sister; an adopted brother or sister; a child living in the same address who is being Looked After by a local authority; a step-brother or sister; or the child of a parents' partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling.

Categories 2 and 3:

One of the aims of the School is to serve its neighbourhood and develop links with the local community, in order to strengthen the School and the local area. Details of the School's priority area are available from the School on request.

Terms and definitions for over-subscription criteria

Priority within each over-subscription criterion:

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (shortest distance = highest priority).

Distance will be calculated by using a straight-line measurement 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).

Transport Assistance will not be approved on the sole basis that the school offered is the catchment school and will only be provided in accordance with Warwickshire County Council's Home-to-School Transport Policy. This may mean that the nearest appropriate school – for transport purposes – may be a school in a different priority area.

Definition of Home Address:

Where the child normally resides during the school week and where they sleep for at least 50% of the week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in the local authority (Warwickshire County Council) using a random number generator to determine which application to process.

Addresses involved in child-minding arrangements, whether with professional childminders, friends or relatives, are excluded.

Where a school place is offered based on an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion with any schools named on the application which are their own admission authority.

There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term (September 2024) in relation to the coordinated admissions process.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

Where a child's address changes after National Offer Day, the Local Authority (acting on behalf of the school) may request an explanation for the house move and documentary evidence that the child is resident at the new property. The local authority operates a thorough and robust address checking process, which may include both announced and unannounced home visits.

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 which shares a single Postal Address File (PAF), and Other applications where the distance from home to school is identical:

Where required, individual priority for such applicants within an over-subscription criteria will be determined by a random number generator allocation. The draw will be carried out by two officers of the local authority's Admissions Service in the presence of a local authority solicitor. The result of the draw will be recorded and countersigned at the time by all parties involved. Applicants will be notified of the outcome in writing.

Change of Home Address

School places will be allocated using the child's home address that is named on the application, unless any of the following three conditions are met:

1. **House move prior to 31st October 2024:** Where the home address changes before the closing date for applications, parents must notify Warwickshire's School Admissions Service of the change of address and will be permitted to amend their school preferences. Parents will need to contact the School Admissions Service to update the application. This applies to applicants moving into, or within, Warwickshire only. Residents from other counties must abide by the coordinated admissions scheme as set by their own local authority.
2. **House move after 31st October 2024, but on, or before, 31st December 2024:** Where the home address changes after the closing date for applications, but before 31st December 2023, parents should contact Warwickshire's School Admissions Service to make a new application or amend an existing application. This includes notifying the service of the child's new address. Such changes will be permitted as long as this is done before 11.59pm on 31st December 2023. **The child must be residing (living) in the new property by the deadline of 31st December 2024.** This applies to applicants moving into, or within, Warwickshire only. Residents from other counties must abide by the coordinated admissions scheme as set by their own local authority.
3. **House move after 31st December 2024:** Where an application is made by the National Closing date of 31st October 2023, but a house move happens after 31st December 2023 and no evidence of the move could be submitted by that date, the application will be considered using the address that was originally named at the time the application was made, by the 31st October 2023 deadline.

A secondary school offer will be made on this basis and published to the applicant by the local authority on 1st March 2025.

After 1st March 2025, the family may contact their local authority and ask them to amend the address details on the child's secondary school application and may also amend their preferences.

A change of address, in this case, will result in the application being considered afresh for all the schools named on the application at that point and the application will, therefore, be classed as late.

Proof of Address

The following applies to applicants living in, or moving into, Warwickshire only. Residents living in other counties must abide by the coordinated admissions scheme as set by their own local authority.

Address details will not be updated on an application until suitable documentation has been received by the Admissions Service that shows that the family, including the child for whom the application is being made, is resident in the property.

Suitable proof of address in these circumstances can include either:

- a full copy of the signed tenancy agreement (which should terminate on, or after, 1st September 2025), *or*
- a letter from the family's solicitor confirming that there has been an exchange of contracts on the new property.

It is the family's responsibility to ensure that such documents are received by the Admissions Service. If you have any difficulty in submitting any of the documents stated above then please contact Warwickshire's Admissions Service, who can advise you further.

Where a house move into, or within, Warwickshire has occurred after the 31st December 2024 and no application has previously been made to Warwickshire, an application must be made and suitable documentation to confirm the new address must be submitted. In this case, the application will be classed as late and will not be considered in the first round of offers, which will be released on 1st March 2025.

However, the application will be given consideration in one, or both, reallocation rounds (depending on when the application is received), if both the application for a school place and suitable proof of the new address are received by the relevant reallocation round deadlines. Further information on applications to the school can be found on the Warwickshire County Council website [School admissions – Warwickshire County Council](#).

Appeals

Where a place cannot be offered at the School, and it is listed as a higher preference on the CAF than the school offered, parents/carers will be informed by their local authority of their statutory right of appeal when they receive the outcome of their application.

The School employs the services of Warwickshire County Council's Legal Services to administer any appeals on its behalf. Further information about this process can be found at: <https://apps.warwickshire.gov.uk/schoolappeals>

Late applications

If an application for the School is received after the deadline of 31st October 2024, then it will be classed as late (unless the rules on a change of address prior to 31st December 2024 apply to the applicant).

Late applications will not be processed until after National Offer Day on 1st March 2024. Late applications will be considered as part of the relevant reallocation round, depending on when the application is received. Late applications will be considered on the reallocation dates detailed below.

Where an applicant requests that the School is added to their application as a new preference after the 31st October 2024 deadline has passed, these amendments will be classed as late.

Waiting lists

Only one school place will be offered as part of the coordinated admissions process. Where the school offered on National Offer Day is a lower ranking preference on the child's application than Ash Green School, the child will automatically be added to a waiting list for the School and will be considered as part of the local authority's reallocation rounds.

The waiting list for the School will not order children based on the date the application was received, so there will be no distinction between on time applications and those which have been classed as late. Waiting lists will be held in the order of the School's over-subscription criteria.

Waiting lists will be re-ranked prior to each reallocation round, and when a new application is received thereafter.

The local authority will continue to operate the coordinated admission scheme, in relation to processing new applications and allocating places, where this is appropriate, up to and including 31st August 2025. If the school remains over-subscribed, Warwickshire Admissions Service will retain a waiting list until the end of the Autumn term (31st December 2025)

At that point, it will be the decision of the School to determine if a waiting list will be held for the remainder of that academic year and, if so, if a waiting list will be held either with School directly or with the local authority, on the School's behalf.

Coordination after National Offer Day

The School Admissions Code makes it clear that parents must continue to apply through their home authority for school places as part of the coordinated admissions scheme (i.e.: between 1 March and 31 August for Secondary transfer). This will ensure that, as places become available, they are re-allocated effectively, and duplicate offers are avoided. All admission authorities must continue to follow the coordinated scheme until 1st September 2024 and not begin allocating school places themselves during this period.

Admission arrangements – In-Year admissions from September 2025 for the 2025/2026 academic year

The School has contracted Warwickshire County Council (the local authority) to administer the In-Year admissions scheme and process such applications on its behalf.

Families can follow the in-year admissions process by completing a Change of School application form for their child. This can be done online at:

www.warwickshire.gov.uk/moving-schools-within-school-year

The over-subscription criteria outlined on pages 2 and 3 of this document will still apply to all in-year applications but applicants should follow the local authority's process as outlined on their website. Further information can also be found in the following document:

<https://api.warwickshire.gov.uk/documents/WCCC-555761535-373>

Children educated outside of their chronological year group

As required by the School Admissions Code, Warwickshire County Council operates a process for the transfer of all children to secondary school (Year 7) in the September following their eleventh birthday. Ash Green School will admit children into Year 7 from the September following their eleventh birthday.

However, some parents may feel their child is not ready to start in a secondary school at that point, perhaps due to a medical issue which has caused them to miss a significant amount of time in primary education, or a special educational need.

A child's current school may have agreed for them to be accelerated to the year group above and the family/current school may wish for this arrangement to continue as part of the child's

secondary school education.

Other children may be educated outside of their chronological year group for alternative reasons, under which circumstances it may be appropriate for this arrangement to continue.

Further guidance from the local authority relating to this can be found at:

www.warwickshire.gov.uk/admissions

The School abides by the process as outlined by Warwickshire County Council (the local authority) in relation to requests for a child to be educated out of year group.

Such requests must be made in line with the relevant deadline for making an application for the child's normal year group, wherever possible. The parent/carer making the request must also consult with the School before it is submitted to the local authority.

An agreement for a child to be educated out of year group is not a guarantee of an offer at the School.

Home-to-School Transport Assistance

An offer of a place at the School place does not necessarily mean that home-to-school transport assistance will be provided to the child.

Applications for home-to-school transport assistance – usually in the form of a free bus pass – are assessed in line with the relevant Transport Policy. The criteria set out in that policy is different to the criteria and policy which is followed in relation to the school admissions process, and the time of making an application for transport assistance can also have an impact on the outcome, as this will not necessarily correlate with the school admissions process.

If transport assistance has been approved to this School, but an alternative school can be offered from a waiting list, then this assistance may be stopped if the place from the waiting list is not taken up.

Where families are not eligible for home-to-school transport assistance then it is the legal responsibility of the parent / carer to ensure that the child gets to and from school each day, not the local authority and not the School.

Information on applying for transport assistance, and the criteria used when assessing applications, can be found on the Warwickshire website at:

www.warwickshire.gov.uk/schooltravel

