



Newdigate Primary and Nursery School Admission Policy 2026

**Admission Arrangements for entry in September 2026 (coordinated scheme)
and In-Year admissions for the 2026/27 academic year**

Introduction

The Governing Body of Newdigate Primary and Nursery School have adopted the following arrangements for entry to the school in September 2025.

As a local authority-maintained school in Warwickshire, these admission arrangements form part of Warwickshire County Council's (the 'local authority') co-ordinated admissions scheme, as confirmed in further detail on the website.

It is strongly advised that you read all available local authority documentation relating to the admissions process before making a school application for your child.

www.warwickshire.gov.uk/schoollcriteria

Coordinated Admissions

1. Background

- 1.1. All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and other mainstream state-funded schools (e.g. academies) within their area.
- 1.2. Warwickshire School Admissions Service will co-ordinate all applications made during the normal admissions rounds (i.e. applications for Reception Year, Year 3 at a Junior School and Year 7)
- 1.3. The scheme sets out general principles and processes for the 2025 main admissions rounds. Further details on school admission and how to apply is available online at: www.warwickshire.gov.uk/admissions
- 1.4. All processes set out in this scheme will be undertaken in line with the School Admissions Code (2021).
- 1.5. Parents/ carers resident in Warwickshire who are applying for a place for their child to start school or transfer to a junior or secondary school in September 2026 will make a single application to the Local Authority.
- 1.6. The aim of the coordinated scheme is to offer one school place per child. This scheme is intended to simplify the admission process and reduce any chance that a child is left without a school place.
- 1.7. Under the system of coordinated admissions, parents apply directly to their home authority and make a single application for a school place. Parents will then receive a single offer of a school place from their home authority.
- 1.8. Independent (fee-paying) schools are not part of the coordinated scheme. These schools will have their own admission process and parents should contact the relevant school directly if they wish to apply for a place at an independent school.

- 1.9. This scheme relates to children who are due to start school in reception, transfer to a junior school, or transfer to a secondary school in September 2026.
- 1.10. For junior school transfer applications, places will only be allocated at designated junior schools, except where places at a primary school have been allocated by the Local Authority in agreement with the individual school to meet a local need for places. For Warwickshire residents, only children attending an infant school will be allocated a junior school place during the junior transfer round.
- 1.11. All applications to move to a primary school, or to move from a primary school into a junior school for Year 3 in September 2026, should follow the normal in-year admissions process.
- 1.12. Applications from Warwickshire residents who wish to apply to schools outside of Warwickshire for a Year 10 place in a 14-19 UTC or Studio School, as well as those who wish to transfer to Year 5 or Year 6 at Middle schools or Year 9 at a high school (three-tier systems), for entry in September 2026 will be processed in line with the relevant timetable set out for primary or secondary coordination.
- 1.13. For any application for a place in Year 10 of a school which does not have Year 10 as the 'normal point of entry' for that school, the in-year admissions process should be followed.
- 1.14. All other applications to start school in any other year group or to move schools during the academic year should follow the relevant school's in-year admissions process.

2. Application deadlines

- 2.1. The application process for secondary school applications (Year 7) opens from 1st September 2025 and from 1st November 2025 for primary phase applications (Years R and 3).
- 2.2. National deadlines are in place for both primary and secondary admission rounds:

31 October 2025 - closing date for secondary school applications (Year 7)

15 January 2026 - closing date for primary phase applications (Years R and 3)

3. Admission Arrangements

3.1. All admission authorities are required to have a set of admission arrangements that clearly set out how children will be admitted, including the oversubscription criteria that will be applied if there are more applications received than places available at that school. Details of all Warwickshire's publicly funded schools and their admission arrangements will be published on the Admissions website.

3.2. All Admission arrangements are determined by the relevant admission authority, in line with the School Admissions Code (2021).

3.3. The table below outlines the relevant admission authority for different types of school:

Type of School	Who is the admission authority?
Academies (inc. Free Schools)	Academy Trust
Foundation Schools	Governing Body
Voluntary Aided Schools	Governing Body
Voluntary Controlled Schools	Local Authority
Community Schools	Local Authority

3.4. Schools where the local authority is not the admissions authority are also required to publish their admission arrangements on the school's website.

4. Applying for a school place

4.1. Applications from Warwickshire residents should be made using Warwickshire's online application system, via the [Warwickshire Admissions webpage](#).

4.2. The Warwickshire application form allows Warwickshire parents to:

- Name a maximum of six schools on their application.
- Rank their preferred schools in the order that they would like their child to be offered a place (with the most preferred school as the first preference).
- Give details of any siblings who will also be attending one of the preferred schools at the point of admission of the child for whom a place is being applied
- Give details of any parent who is a staff member at the school which has been named as a preference
- Give details of any relevant information related to feeder or partner schools including sibling details or/and attendance details
- Provide details of social or medical issues, where relevant for the

oversubscription criteria of some own admission authority schools.

- Indicate if the child has an Education, Health and Care Plan, in which case a different admissions process is followed.
- Confirm details in relation to faith if applying to a school that includes faith as part of the admission arrangements.
- Confirm if the child falls within the classification of 'Looked After'* or 'Previously Looked After' in line with paragraph 1.7 of the School Admissions Code (2021).

4.3. Relevant information on your application will be shared with the school you are applying for and, where required, will be verified.

4.4. Alternatively, parents can contact the Admissions Service and make an application over the telephone. This allows parents to provide the same information as the online system, but in this case the offer of a school place will be sent via second class post, so may not be received as quickly as an online offer, which will be sent electronically.

4.5. Completed applications should be received by the Admissions Service by no later than midnight on the relevant national closing date. Any applications received after the closing date will be considered as late unless suitable evidence of a house move can be provided by the relevant deadlines (see below). Any other amendments to an application will only be accepted before the national closing date. Any changes made to an application after this date will be classed as late.

5. Supplementary Information Forms

5.1. Some schools require parents to complete a Supplementary Information Form in order to assign the oversubscription criteria, this may include details of particular faith and will be outlined in the admission arrangements for that school. This can be attached to the online application, or paper copies can be submitted directly to the school being applied for.

6. Child's Home Address

6.1. Details of the child's permanent address must be included on the application, even if they are planning to move after the deadline.

6.2. Children who spend part of their week with one parent and part with another, at different addresses, must use the address at which they spend most of their time. This address will be used for determining any school Priority Area and distance from school.

6.3. 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 Warwickshire County Council using a random number generator to determine which application to process.

6.4. 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 in September 2026.

7. Evidence of address and moving home.

7.1. Either during the application process or after the offer of a school place, parents may be asked for proof of address.

7.2. School places will be allocated using the child's home address as included on the application form. For house moves after the application deadline parents will be asked to provide evidence of their new address by the dates outlined below.

7.3. Applications where new address evidence is received before the 31st December 2025 (Year 7 applicants) or 1st February 2026 (Year R and Year 3 applicants) may amend the original on-time application with the new address and may also change the schools named in their original on-time application if the original preferences are no longer appropriate.

7.4. Address evidence received after 31st December 2025 (Year 7) or 1st February 2026 (Year R and Year 3) cannot be considered for the on-time application. The new address will be used to communicate the outcome of the application only. The admission service should be contacted after national offer day to amend address details and any new/changes to preferences will be considered as part of the reallocation process.

Acceptable documents to confirm a child's home address include:

- 2025/2026 Council Tax Bill
- 2025/2026 Council Tax Benefit letter/notice
- Utility bill (gas, water or electric), dated within the last 6 months
- Copy of tenancy agreement or mortgage statement for the property, dated within the last 12 months
- Copy of most recent Child Tax Credits or Child Benefit letter

Additional acceptable proof if moving home includes:

- a full copy of the signed tenancy agreement (which should terminate on, or after, 1st September 2026),
- or a letter from the family's solicitor confirming that there has been an exchange of contracts on the new property.

7.5. Some own admission authority schools (including Grammar schools) may have additional residency requirements that parents must abide by for their application to be classed as on time. Please refer to the individual school's admission arrangements for further details.

7.6. 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, either due to an error, or because of fraudulent or misleading information in the application form, that place may be withdrawn.

7.7. Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, as explained above, the place may be withdrawn.

8. Applications for schools outside of Warwickshire and applications for Warwickshire schools from families living in other areas.

8.1. Applications from Warwickshire residents for schools in other local authorities will be electronically exchanged with the relevant coordinating local authority along with any relevant additional/supplementary information.

8.2. Residents of other areas must apply to their home local authority who will then forward application details to Warwickshire. Parents of Year 2 or Year 6 children attending Warwickshire schools but living in other local authorities should contact their home local authority for information about the application process.

8.3. Notification of any offers will be exchanged between local authorities and offers will only be sent from the home authority.

9. Consideration of applications

9.1. All on-time applications for each school will be considered together. If there are more applications received for a school than there are places available, then the relevant oversubscription criteria, as outlined in that school's admission arrangements, will be assigned to each application.

9.2. If a child can be offered a place at more than one of their preferred schools, reference will be made to preference order as outlined on the application form

and a place will be offered at the school listed as the highest preference possible. If none of the schools named on the application can offer a place, a place will be allocated at the nearest state funded school with a place available.

- 9.3. A single school place should be identified and offered for each child by the end of the coordinated admissions process.

10. Notification of offers

- 10.1. National offer day is:

3rd March 2026 for secondary school applications (Year 7)

16th April 2026 for primary phase applications (Years R and 3)

- 10.2. All applicants who made an on-time application online will receive notification of the school place offered, **after** 8.30am on the relevant national offer day. These offers will be available to view via the online parent portal system.
- 10.3. Offer letters will only be sent to applicants who completed an application over the telephone or via paper copy. Letters will be sent second class, with the intention of them being received by the recipient **after national offer day**.
- 10.4. Further information will be available on the relevant national offer day via the [Warwickshire Admission webpage](#).

11. Appeals

- 11.1. Parents will be informed of their statutory right of appeal when they receive the outcome of their application. Parents can appeal for any preference where they have received a refusal.
- 11.2. Appeals for places at Community and Voluntary Controlled Schools can be lodged on the [Warwickshire School Appeals website](#). Parents should contact own admission authority schools directly for details of their appeals process.
- 11.3. The appeals timetable and other relevant information is available on the website. This includes the number of appeals heard in previous years and the outcome, for each school (where the local authority administers this process).

12. Late applications

- 12.1. Any application received after the national deadlines, or the extended deadlines for those moving to a new house, will be considered as late. Exceptions will only be considered if there is written evidence of exceptional circumstances.
- 12.2. Late applications will be processed after all on-time applications and will be considered as part of the relevant reallocation round, depending on when the application is received.
- 12.3. Any requests to include new preferences to a previously on time application after the national closing date will be classed as **late**. Any schools named on the application prior to the national deadline will not be affected and will remain as on-time.

13. Waiting lists

- 13.1. Children will automatically be added to the waiting list of any non-selective school named as a higher preference than the school allocated.
- 13.2. Each waiting list will be ranked according to the admission policy and oversubscription criteria for that school. Waiting lists will not take into account the date individual applications were received or the length of time a child has been on the list.
- 13.3. When the Admissions Service receives a decline for a school that has a waiting list, the place will be allocated to the child who is at the top of the waiting list at the time the place became available.
- 13.4. Offers to Warwickshire residents from the waiting list will be made by the local authority. The Admissions Service will attempt to contact the family prior to any re-offer from a waiting list being made. Offers from waiting lists to residents of other local authorities will be sent electronically to the home local authority who will notify the parents.
- 13.5. Only one school place will be offered as part of the coordinated admissions process. When an offer for a higher preference school is made from a waiting list and subsequently accepted, the previous school offered will automatically be withdrawn and the child removed from the waiting lists for any other schools listed as a lower preference than the one then offered.
- 13.6. The local authority will continue to operate the coordinated admissions scheme, in relation to processing new applications and allocating places up to and including 31st August 2026.

- 13.7. For schools that remain over-subscribed after 31st August 2026, Warwickshire Admissions Service will retain a waiting list until 31st December 2026 (unless an own admission authority school decides to take ownership at the start of term). After this point, it will be the decision of each school, for which the local authority is not the admission authority, to determine if they wish to keep a waiting list for the remainder of that academic year, and if they wish for a waiting list to be held either with the school directly or with the local authority, on the school's behalf.

14. UK Military families/ Crown Servants

- 14.1. For families of UK Service Personnel with proof of a confirmed posting within the county, or crown servants returning from overseas to live in the county with a relocation date, a Unit postal address, quartering area address or future home address will be accepted as the address for the application, in accordance with the School Admissions Code. The application should be accompanied by an official letter that declares a relocation date, and evidence of what the intended address shall be.
- 14.2. The application will follow the coordinated admissions process in all other respects, as outlined in this document.

15. Overseas residents

- 15.1. There is no legal requirement to process applications from other families coming from overseas who are not yet resident within Warwickshire, except as set out above.
- 15.2. Overseas residents, with a planned relocation to Warwickshire will be asked to provide exchange of contracts, signed tenancy agreement (usually of 12-month duration) or other evidence by the relevant deadline for submitting proof of address. If this cannot be provided, the applicant's current (overseas) address will be used in the application. All such applications will be processed in line with the coordinated scheme.

16. Deferred or delayed entry and children educated outside of their chronological year group.

- 16.1. While most children are educated in the year group determined by their date of birth, the School Admissions Code does allow parents to request that their child is educated outside of their normal age group.
- 16.2. Any request for a child to delay entry into reception, year 3 at a junior school, and year 7 at a secondary school, should be submitted to the local authority at

the same time that you apply for your child to start in their chronological year group. This will ensure that your application can still be processed if your request to delay is not supported.

16.3. Children offered a place in Reception are entitled to a full-time place in the September following their fourth birthday. However, parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age (the term after their fifth birthday) and not beyond the beginning of the final term of the school year for which it was made.

16.4 Where parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

16.5 In the case of deferral or part-time request, an application for a school place must be made in line with these coordinated arrangements for the relevant year of entry. Once a school place is offered, and accepted, parents can request that entry is deferred or for their child to attend part-time. This request is made directly to the school where the child has been offered a place.

16.6 Further guidance relating to delayed or deferred entry and the education of children outside of their chronological year group is available on the Warwickshire School Admissions [webpages](#).

17 Timetable for Secondary Coordinated Admissions Scheme, for entry in September 2025

Date	Activity
1 September 2025	Application process opens for children due to transfer to secondary school in September 2026
31 October 2025	National closing date for Secondary School applications
4 - 8 November 2025	LA exchange of application data with other LAs (then ongoing as further late applications are received)
31 December 2025	Final day to submit proof of address and make any changes to the application required due to a house move.
30 November 2025	All Warwickshire secondary schools to have completed sibling checks and confirm eligibility for school-specific criteria.
06 - 31 January 2026	LA exchange of offer data with other LAs (then ongoing)
03 March 2026	National offer day for children due to transfer to secondary school in September 2026

17 March 2026	Begin reoffering any available school places, including late applications awaiting an offer
31 March 2026	Deadline by which appeals must be lodged in order to be guaranteed a hearing by 16 June 2026
April 2025 to June 2026	Appeal hearings
01 September 2026	Coordinated scheme for 2026 ends, all further applications to be considered in line with the relevant school's In Year application process

18 Timetable for Reception and Junior Coordinated Admissions Scheme, for entry in September 2026

Date	Activity
01 November 2025	Application process opens for children due to start school in reception or transfer from an infant to a junior school in September 2026
15 January 2026	National closing date for reception and junior school applications
20 - 24 January 2026	LA exchange of application data with other LAs (then ongoing as further late applications are received)
1 February 2026	Final day to submit proof of address and make any changes to the application required due to a house move.
14 February 2026	All Warwickshire infant, junior and primary schools to have completed sibling checks and confirm eligibility for school-specific criteria.
03 to 21 March 2026	LA exchange of offer data with other LAs (then ongoing)
16 April 2026	National offer day for children due to transfer to reception and junior school in September 2026
30 April 2026	Begin reoffering any available school places, including late applications awaiting an offer
02 June 2026	Deadline by which appeals must be lodged in order to be guaranteed a hearing by 4 th September 2026
June to September 2026	Appeal hearings
1 September 2026	Coordinated scheme for 2025 ends, all further applications to be considered in line with the relevant school's In Year application process

All local authorities are required to have in place a scheme for coordinating admission arrangements for maintained schools and other mainstream state-funded schools (e.g.: academies) within their area. Coordinated schemes are intended to simplify the admission process for parent/carers whilst reducing the likelihood of any child being left without a school place.

Coordination establishes a mechanism that ensures that, as far as is reasonably practicable, every parent/carer of a child who has applied for a school place is sent a single offer of a school place by the local authority in which their home address falls (their 'home authority').

Under the system of coordinated admissions, parent/carers apply directly to their home authority and make a single application for school places. Authorities then exchange application data, and this is used to determine which children can be offered a place at which school. Parent/carers then receive a single offer of a school place from their home authority.

Only parent/carers/carers of children who are resident in the county of Warwickshire can make an application through the Warwickshire School Admissions Service. The Admissions Service will manage the process of allocating school places in line with the Coordinated Admissions Scheme.

Applying for a place

Parents/carers apply for school places using a Common Application Form (CAF). The National Closing Date to apply for a place at this school, for entry in September 2025, is **15th January 2025**.

Parents are encouraged to apply for a school place using Warwickshire's online application system. This allows parents to complete an electronic version of the CAF. The advantages of the online system are as follows:

- The process is relatively quick and easy.
- Applicants receive an acknowledgment email confirming that their application has been submitted.
- Parents applying online receive their offer of a school place from 08.30am on National Offer Day.

National Offer Day, for on-time applications made in line with the 2025 entry co-ordinated admissions scheme, is **16th April 2025**.

Warwickshire Admissions Service will contact parents who are resident within the county, who have made an on-time application, to inform them which school their child has been offered. Offers will not come directly from the school.

Over-subscription Criteria

The school's Published Admission Number for this entry year is 60 pupils

In the event that there are more applications than places available then the below over-subscription criteria will be used.

Please note that children with an Education, Health and Care Plan that names the school must be admitted and this may reduce the overall number of places available.

(Reception entry)

Criterion 1a: Looked after children and all previously looked after children.

Criterion 1b: Children who have been adopted through a CVAA UK agency.

Criterion 2: Children who receive the Early Years Pupil Premium for their early years provider.

Criterion 3: Children who are currently, or have been at any point since 1st September 2015, subject to a Child in Need Plan or a Child Protection Plan.

Criterion 4: Children living in the priority area for the school, who will have a sibling attending the same school in Years 1 - 6 at the time of admission in September 2025.

Criterion 5: Other children living in the priority area for the school.

Criterion 6: Children living outside the priority area for the school, who will have a sibling attending the same school in Years 1 – 6 at the time of admission in September 2025.

Criterion 7: Other children living outside the priority area for the school.

Priority ('catchment') area

Details of the school's priority area can be found on the Warwickshire County Council website.

www.warwickshire.gov.uk/mapinfantprimaryschools

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).

Evidence of the Child's Home Address

As part of the application process, documentation concerning the child's home address will be requested. If the application is made through the local authority's online portal, then such documentation will be requested at the point the application is started. Such documents can be uploaded to the parent/carer's online account.

Acceptable documents to confirm a child's home address include:

- 2024/2025 Council Tax Bill
- 2024/2025 Council Tax Benefit letter/notice
- Utility bill (gas, water or electric), dated within the last 6 months
- Full copy of tenancy agreement or recent mortgage statement for the property, dated within the last 12 months
- Copy of most recent Child Tax Credits or Child Benefit letter.

Home-to-School Transport

An offer of a school place does not necessarily mean that home-to-school transport assistance will be automatically 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, 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 transport assistance is requested in the case of a child who has been given an 'unplaced' school offer, such cases will be considered on an individual basis. It is important that parent/carers consider their child's transport options to and from school when making an application for school places.

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

Information on applying for transport assistance, and the criteria used when assessing applications, can be found on the Warwickshire County Council website.

www.warwickshire.gov.uk/schooltravel

Appeals

Parent/carers will be informed by their home authority of their statutory right of appeal when they receive the outcome of their application. Parent/carers can appeal for any school where their child has not been offered a place.

Appeals for this school can be lodged online through the Warwickshire County Council website.

www.warwickshire.gov.uk/schoolappeals

Waiting Lists

Waiting lists for this school will be held by the Local Authority and are compiled in strict priority order against the published oversubscription criteria. Offers will be made from the waiting lists as any vacancies arise.

A child's position can move both 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.

Waiting lists will be held throughout the academic year. However, parent/carers will be responsible for contacting the Admissions Service should they wish their child to remain on the waiting list at the end of each term.

In-Year Admissions

As a local authority-maintained school, parent/carers should apply directly to Warwickshire County Council for places in all year groups where the co-ordinated scheme does not apply, following the relevant In-Year admissions process.

Fair Access Protocol

The School adopts Warwickshire County Council's Fair Access Protocol. Further information can be found on the website.

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

**The following definitions / arrangements are taken from the
Warwickshire County Council 2025/26 Admission Arrangements and
also apply to Newdigate Primary and Nursery School.**

- ***Looked after children and previously looked after children***

Children in the care of, or provided with accommodation by, their local authority (also known as 'looked after children') and children who were in care but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order (also known as 'previously looked after children').

Relevant documentation, such as a full or interim care order, may be requested as part of the admissions process.

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

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 parent/carers' 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.

- ***Definition of Home Address***

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

If arrangements are such that a child resides at two addresses for equal amounts of time, then parent/carers 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 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.

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 2025) 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 a place at the school has been allocated, the Local Authority may request an explanation for the house move and documentary evidence to show that the child is resident at the new property.

The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits.

- ***Applications which need to be prioritised within a criterion, where the distance from home to school is identical***

Where required, individual priority for such applicants within a criterion will be determined by a random number generator allocation. The draw will be carried out by two officers of the 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.

- ***Multiple applications made by the same parent/carer / household***

If more than one application is made prior to the national closing date by the same parent/carer/carer/household, then only the newest application will be processed (i.e.: the last application made before the deadline). Any applications made previously will not be processed.

If the newest application is submitted after the closing date then it will be treated as a late application (unless there has been a change of address, in line with the requirements detailed above) and will not be processed until after national offer day.

Following National Offer Day, the Admissions Service will accept new applications for the school and, if required, further amendments to existing applications.

- ***Multiple applications made by Separated Parent/Carers***

Neither the school nor the Admissions Service will become involved in disputes between parent/carers, carers, or other responsible parties, regarding applications for school places. Where parent/carers cannot

agree on either the home address or the school preferences to name on an application (or both), the Admissions Service will contact both parent/carers to inform them of the situation and to request that they confirm between themselves, and to the local authority, which application and school preferences to take forward. This may require the involvement of the courts, if necessary.

If this fails to resolve the matter, then the Admissions Service reserves the right to consider only the application made by the parent/carer with whom the child resides for the majority of nights during the school week. Where the child spends 50% of their time with each parent/carer, and a decision cannot be reached by the relevant closing date for the submission of applications, the local authority will intervene and act on their behalf. The local authority uses a computer 'random generator' to select either parent/carer A or parent/carer B's application. This process is carried out by two Admissions officers in the presence of a local authority solicitor. Parent/carer A and B are advised which application will be processed.

- ***Twins, Triplets or other multiple-births***

Where the final place in a year group is offered to one of twins, triplets or another multiple-birth child, place(s) will normally be offered to the other multiple-birth child(ren) where the local authority and school are in agreement - even if this means going above the school's Published Admission Number (also see Infant Class Size).

Infant Class Size (for schools operating with a Reception entry cohort / Key Stage 1 classes)

Infant classes (those where the majority of children will reach the age of 5, 6 or 7 during the school year) must not contain more than 30 pupils with a single qualified teacher. Additional children may be admitted under very limited exceptional circumstances. These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit. The excepted children are:

- a) children with Statements of Special Educational Needs admitted outside the normal admission round;*
- b) looked after children and previously looked after children admitted outside the normal admission round;*
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;*
- d) children admitted after an independent appeals panel upholds an appeal;*

- e) *children who move into the area outside the normal admission round for whom there is no other available school within reasonable distance;*
- f) *children of UK service personnel admitted outside the normal admission round;*
- g) *twins and children from multiple births when one of the siblings is the 30th child admitted;*
- h) *children with SEN who are normally taught in an SEN unit⁴⁸ attached to the school, or registered at a special school, who attend some infant classes within the mainstream school*

Deferred entry into Reception and Starting school on a part-time basis

As required by the School Admissions Code, Warwickshire County Council operates a process for the admission of all children to start school in Reception in the September following their 4th (fourth) birthday. However, legally, a child does not have to start attending school until they reach what is known as 'Compulsory School Age' (CSA).

Children can also start school but attend on a part-time basis until they reach CSA. Compulsory School Age is defined as the start of the term after the child's 5th (fifth) birthday. Once a child has reached CSA, they must be attending school on a full-time basis, or be receiving full-time schooling through Elective Home Education.

Parent/carers can also decide that their child will attend school on a part-time basis until they reach Compulsory School Age. However, if parent/carers decide to send their child to school on a part-time basis and then send that child to an alternative childcare provider – for example, a nursery – for any other portion of the school week, then the child's early year's free entitlement will end, as that funding will be automatically allocated to the school that the child is attending (even though they will be attending on a part-time basis). It will be the responsibility of the parent/carers to cover any costs incurred through their child attending an alternative childcare provider.

In either case, an application for a school place must be made in line with the 2025 entry coordinated admissions process, and all relevant deadlines adhered to, so that a school place can be offered for the child to start either in September 2025 or later on during the 2025/2026 academic year.

Once the offer has been accepted, the parent/carer should speak to the head teacher of the school about their decision to defer their child's admission to school until later in the school year, or for them to initially attend on a part time basis.

Summer-born children

Additionally, in the case of a child defined as 'summer-born' (ie: those with dates of birth from 1st April to 31st August), Compulsory School Age would fall in September 2026, when they would be due to start Year 1. This is a whole year later than when peers in their normal age year group would have started school in Reception, in September 2025.

The parent/carers of a summer-born child can choose not to send that child to school until September 2026 - the beginning of the term after the child's 5th (fifth) birthday -, and may request that the child is admitted into Reception at that point rather than Year 1.

Whilst parent/carers have a legal right to decide not to send their child to school until they reach Compulsory School Age, they cannot insist their child is admitted to a particular year group. Therefore, the local authority (who coordinate the admissions process for entry into Reception for this school) operates a specific process in relation to summer-born children.

How to make a request for a summer-born child to start in Reception at Compulsory School Age rather than Year 1

Requests for a summer-born child to be educated out of year group must be made in line with the national closing date for making a school application.

Requests received after this date may not be given consideration until after National Offer Day for the normal year of entry.

Parent/carers should also submit a 2025 entry Reception application for their child by the relevant deadline, as this will ensure that the child does not miss out on a school place in the normal age group if the request to delay entry into Reception is not agreed.

Further information, as well as the form for parent/carers to complete in order to request that their summer-born child be considered for entry into Reception in September 2026, rather than Year 1 (due to the parent/carers taking the decision that the child will not start school until they reach Compulsory School Age) can be found on the website.

www.warwickshire.gov.uk/applying-school-place-reception/deferringstartingschool/1