



## **Abbots Farm Infant School**

### **Admission Arrangements for entry in September 2027 (coordinated scheme)** **and** **In-Year admissions for the 2027/28 academic year**

#### **Introduction**

The Governing Body of Abbots Farm Infant School have adopted the following arrangements for entry to the school in September 2027 and in-year admissions for the 2027/28 academic year.

Abbots Farm Infant School is a local authority–maintained community school in Warwickshire. These arrangements form part of Warwickshire County Council's Co-ordinated Admissions Scheme.

#### **Coordinated Admissions**

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 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.

The timetable for Reception Coordinated Admission Scheme for entry in September 2027 is:

| Date                   | Activity                                                                                                                                   |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 01 November 2026       | Application process opens for children due to start school in reception or transfer from an infant to a junior school in September 2027    |
| <b>15 January 2027</b> | <b>National closing date for reception and junior school applications</b>                                                                  |
| 19 - 23 January 2027   | LA exchange of application data with other LAs (then ongoing as further late applications are received)                                    |
| 1 February 2027        | Final day to submit proof of address and make any changes to the application required due to a house move.                                 |
| 13 February 2027       | All Warwickshire infant, junior and primary schools to have completed sibling checks and confirm eligibility for school-specific criteria. |
| 02 to 20 March 2027    | LA exchange of offer data with other LAs (then ongoing)                                                                                    |
| <b>16 April 2027</b>   | <b>National offer day for children due to transfer to reception and junior school in September 2027</b>                                    |
| 30 April 2027          | Begin reoffering any available school places, including late applications awaiting an offer                                                |
| 17 May 2027            | Deadline by which appeals must be lodged in order to be guaranteed a hearing by 19 July 2027                                               |
| May to July 2027       | Appeal hearings                                                                                                                            |
| 31 August 2027         | Coordinated scheme for 2027 ends, all further applications to be considered in line with the relevant school's In Year application process |

### **Applying for a place**

Applications from Warwickshire residents should be made using Warwickshire's online application system, via the Warwickshire Admissions webpage.

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
- Indicate if the child has an Education, Health and Care Plan, in which case a different admissions process is followed.
- 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).

The National Closing Date to apply for a place at this school, for entry in September 2027, is no later than midnight on **15<sup>th</sup> January 2027**.

Children with an Education, Health and Care Plan (EHCP) naming the school follow a separate statutory admissions process and must be admitted.

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.

## **Late applications**

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.

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.

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

## **Notification of offers**

National Offer Day, for on-time applications made in line with the 2027 entry co-ordinated admissions scheme, is **16<sup>th</sup> April 2027**.

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.

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.***

1. Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care because of being adopted.

2. Children who receive the Early Years Pupil Premium for their early years provider at the time of the making of the application, with no more than 14% of the places available to be allocated under this category.

3. Children who are currently, or have been at any point since birth, subject to a Child in Need Plan or a Child Protection Plan, with no more than 9% of the places available to be allocated under this category.

4a. Children living in the Priority Area for the school, who will have a sibling attending the same school in Year 1 or 2 at the time of admission in September 2027.

4b. Children living in the Priority Area for the school, who will have a sibling attending the Partner Junior School in Years 3 - 6 at the time of admission in September 2027\*.

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

6a. Children living outside the Priority Area for the school, who will have a sibling attending the same school in Year 1 or 2 at the time of admission in September 20267

6b. Children living outside the Priority Area for the school, who will have a sibling attending the Partner Junior School in Years 3 - 6 at the time of admission in September 2027\*.

7. Children of Staff who have been employed at the school for two or more years at the time of application for the school place; or recruited to fill a vacant post for which there is a demonstrable skill shortage.

8. Other children living outside the priority area for the school.

*\* If you are also applying for a Year 3 place at the Partner Junior School for another child, for entry in September 2027, please be aware that they will not be considered as a sibling link for the infant school applicant until after that child has been offered a place at the junior school and you have confirmed your acceptance of the Year 3 place.*

### **Priority ('catchment') area**

Details of the school's priority area can be found on the Warwickshire County Council website.  
<http://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**

Details of the child's permanent address must be included on the application for a school place, even if the family are planning to move house after any application deadline.

Where children spend part of their week with one parent and part with another, at different addresses, parents must apply using the address at which the child spends the majority of the school week. This

address will be used for determining any school Priority Area and the distance from the relevant school(s).

If arrangements are such that a child resides at two addresses for equal amounts of the school week, then parents must agree which address to use for the application.

Where parents cannot agree on the address to be used on the application, it will be processed in accordance with the section on application disputes below.

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:

- 2026/2027 Council Tax Bill
- 2026/2027 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 2027),
- or a letter from the family's solicitor confirming that there has been an exchange of contracts on the new property.

### **Who can apply?**

Section 576 of the Education Act 1996 defines "parent" as: All natural (biological) parents, whether they are married or not; any person who, although not a natural parent, has parental responsibility for a child or young person; any person who, although not a natural parent, has care of a child or young person.

### **Application Disputes**

In the same way that parents must agree what address to use on their child's school application, they must also agree on the preferences applied for. Whether living at the same address, or living separately, parents should not submit more than one application.

Where parents cannot agree on the address to be used, or two applications are received for the same child, in the same admissions round, and the address and or preferences differ, in the absence of any court order determining what the address and/or parental preference should be, the Admissions Service will first try and seek parental agreement. However, if by the relevant National Closing Date, parents are not in agreement, Warwickshire County Council will use a random number generator to determine which address or application to process.

The allocation 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.

### **Children of UK Service Personnel and Crown Servants**

Warwickshire County Council supports the Government's commitment to removing disadvantage for service children.

For families of service personnel with a confirmed posting, or crown servants returning from overseas, who apply for a place in a Community or Voluntary Controlled school, a place will be offered (where available) in advance of the family arriving in the area, provided the application is accompanied by an official letter that declares a relocation date. Applications will be processed even if the family does not yet have an intended address or are not yet living in the area.

The Admissions Service will use the address at which the child will be living when applying the oversubscription criteria, as long as evidence of the intended address is provided. Parents can request that a Unit or quartering area address (the address of the closest house in the nearest quartering area) is used as the child's home address in the absence of an intended address. However, this is only possible where the Unit address is in the same local authority as the intended new home address.

If the Unit address is in a different local authority, the family must provide evidence of the intended home address when they apply.

### **Waiting lists**

Children will automatically be added to the waiting list of any community and voluntary aided schools listed as a higher preference than the school allocated.

Waiting lists are ranked according to the relevant oversubscription criteria above and will not take into account the date individual applications were received or the length of time a child has been on the list.

Waiting lists are held until at least 31 December of each school year of admission and any new child added will require the list to be ranked again in line with the published oversubscription criteria.

### **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.  
<https://www.warwickshire.gov.uk/school-admissions-appeals/appeal-outcome-school-placement>

### **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/carers 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](http://www.warwickshire.gov.uk/schooltravel)

### **In-Year Admissions**

In-year applications are those when a parent or carer wants their child to change schools during the school year.

Applications from Warwickshire residents wanting their child to move schools during the year should be made using Warwickshire's online application system, via the Warwickshire Admissions webpage

Warwickshire County Council coordinates the in-year applications for Abbots Farm Infant School.

Further details on school admission and how to apply is available online at:

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

Offers will be made in line with the relevant admission arrangements, including oversubscription criteria where applicable. Application updates and outcomes will be sent via the parent portal where the application is made online, otherwise, a letter will be sent notifying of the decision via email or post. Letters are only posted where an email address is not available.

Warwickshire County Council aims to process in-year applications within 10 school days, in certain circumstances applications may take slightly longer to process but all applications will be processed within a maximum of 15 school days. The County Council will aim to notify the parents of the outcome of the application in writing within 10 school days where possible.

Once a place is offered parents have five working days to accept the place, details of how to accept a place will be sent with the offer.

Where the parent has not responded to an offer within a reasonable time, the admission authority will give the parent a further opportunity to respond and explain that the offer may be withdrawn if response is not received.

The child should start at the school within twenty school days of the place being offered unless an alternative start date has been agreed with the relevant school.

### **Fair Access Protocol**

Some applications may need to be considered under Warwickshire County Council's 'Fair Access Protocol' (FAP). This will apply to some children when it has not been possible to secure a school place for them through the normal in-year admissions process.

If a child's application is being considered under the FAP then the parent or carer will be notified of this as soon as possible after submitting the application.

Further information on the FAP can be found on the Warwickshire School Admissions webpages.

**The following definitions / arrangements are taken from the Warwickshire County Council 2027/28 Admission Arrangements and also apply to Abbots Farm Infant School**

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

Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). All references to previously looked after children mean such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care because of being adopted.

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

A copy of any relevant documents may be requested as evidence at any time during the admissions process.

- **Clarification on places available for those in receipt of Early Years Pupil Premium, Pupil Premium and Service Premium**

Where stated, priority is available for children who are confirmed eligible for Early Years Pupil Premium, Pupil Premium or Service Premium with no more than 14%\* of the places available to be allocated under this criterion on the relevant National Offer Day. The child must be confirmed eligible for the premium at the time the application is made.

To confirm eligibility for Early Years Pupil Premium (EYPP), either the early years provider must be in receipt of the premium, or an application for free school meals has returned an eligible result.

To confirm eligibility for Pupil Premium, an application for free school meals must return an eligible result, or the child's current school is in receipt of the premium (in year and year 3 junior applications)

**For applications to start school in Reception only** - To claim for Early Years Pupil Premium (EYPP), you must fully complete and sign the EYPP application section on the Parental Declaration Form (PDF) given to you by your Early Years provider.

However, you can check your eligibility by completing an application for free school meals at: [www.warwickshire.gov.uk/freeschoolmeals](http://www.warwickshire.gov.uk/freeschoolmeals) . Please note this does not mean your child would be entitled to free school meals from your Early Years provider. Completing an application for free school meals will enable Admissions to check whether your child would be entitled to EYPP.

*\*14% represents the national figure (13.7%) of children in receipt of Free School Meals, as stated within the Department for Education's Statistical Publication entitled, 'Schools, Pupils and their Characteristics', issued in June 2018.*

*If the number of places from the percentage results in a decimal number, then this will be rounded down to a whole number if .4 or below and rounded up to a whole number if .5 or above.*

*E.g.: 14% of 30 = 4.2. In this case, the number of places available to allocate within this criterion would be a rounded down to a whole number of 4.*

- **Clarification on places available to those subject to a Child in Need Plan or a Child Protection Plan.**

Where stated, priority is available for children who are subject to a Child in Need Plan or a Child Protection Plan at the time of making the application, or who have been at any point since 1 September 2015, with no more than 9%\*\* of the places available to be allocated under this criterion.

Further checks will be undertaken by Warwickshire County Council to confirm circumstances for children who are considered under this criterion. Relevant documents may also be requested from applicants at any time during the admissions process.

*\*\*9% represents an average figure (8.7%) within the local authority of children either in need or on a child protection plan (where the conference stage commenced), when compared with cohort sizes of children aged 4 – 16, resident in Warwickshire within the 2017/18 academic*

*year. Data obtained from the Department for Education's statistical publication entitled, 'Characteristics of Children in Need', which contains analysis of data obtained in March 2017.*

*If the number of places from the percentage results in a decimal number, then this will be rounded down to a whole number if .4 or below and round up to a whole number if .5 or above.*

*E.g.: 9% of 30 = 2.7. In this case, the number of places available to allocate within this criterion would be a rounded up to a whole number of 3.*

If there are more applicants who comply with either criterion 2 or 3 than the number of places available under that criterion, places will be allocated based on the distance between home and school, in line with the rules set out in these criteria for 'Priority within each over-subscription criterion'.

**Children not offered under either criterion 2 or 3 on National Offer Day, because there were more eligible applications than places available, will be re-ranked in accordance with their relevant position within criteria 4 – 8.**

- **Priority within each oversubscription criteria**

Where applicants are allocated the same oversubscription criteria, priority is given in order of distance between the child's home address and the school applied for, with the shortest distance being given highest priority.

Distance will be calculated by using a straight-line measurement from the address point location of the applicant's home address (as set by Ordnance Survey) to the pre-determined point ('centroid') of the school in question. All distances are subject to changes which may occur with updates of mapping data.

- **Definition of staff**

Under the oversubscription criteria the word staff will mean:

All staff who have been continuously employed by the school for a period of at least two years for the purpose of working in the school as follows:

- All full time teaching staff
- All full time support staff – defined as those on 37 weeks and above contracts
- All part time teaching staff with a 45% and above timetable
- All part time support staff who work at least 15 hours per week for 37 weeks or more

The two-year qualification period may be waived if the post is deemed as being filled due to a demonstrable skill shortage. It must be evidenced by the school that the member of staff was employed following an application process for which there were initially no suitable applicants, and the position had to be re-advertised.

The definition of staff does not include:

- contract staff
- peripatetic staff

Where a service has been 'in house' and is subsequently 'contracted out' children of staff will no longer be eligible for priority admission under this criterion.

- **Tie Break**

Where the distance from home to school is identical for two or more applicants within the same oversubscription criteria individual priority will be determined by random allocation using a random number generator. The allocation 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.

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

Sibling is defined as a brother or sister, a half brother or sister, a step brother or sister, an adopted brother or sister, a child living at the same address who is being Looked After by a local authority, 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.

### **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 unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school*

### **Admission of children below compulsory school age and deferred entry to school**

Admission authorities are required to make available a school place for all children in the September following their fourth birthday, if applied for by a parent.

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, although 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 (Spring Term) for which it was made.

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.

In both cases, an application for a school place must be made in line with the coordinated admissions process for the relevant year of entry. Once a school place is offered, parents or carers can notify the relevant school that their child's entry is to be deferred or discuss with the school a part-time timetable in accordance with the time frame set out above.

### **Admission of children outside their normal age group**

There are a number of reasons why a child may be taught outside of their normal age group, for example, an exceptionally gifted and talented child may be taught a year group above their chronological age group (known as accelerated) or a child who has special educational needs, a disability or experienced ill health may be taught in a year group below their age group (known as deceleration).

In addition, parents of 'summer born' children (born between 1st April and 31st August) may choose not to send their child to school until the September following their fifth birthday, when they reach compulsory school age, and may request that they are admitted outside of their normal age group – into a reception class rather than starting school in year 1 with their chronological year group.

Parents are encouraged to read the LA's guidance for education out of year group requests which can be found here: <https://api.warwickshire.gov.uk/documents/WCC-1990003847-3888>. The guidance sets out the potential risks and disadvantages for children taught in a year group other than with their own age group. It makes clear that, when the child moves schools, the admission authority of the new school will be responsible for deciding in which year group the child will be placed. This could result in the child being required to skip or repeat a year.

An admission authority must decide the age group to which a child should be admitted before it can decide whether a place can be offered in that age group.

Although there is no statutory barrier to children being admitted outside their normal age group, parents do not have the right to insist that their child is admitted to a particular age group.

Application forms to request education out of year group, for children yet to start school, can be found in the LA's education out of year group guidance as mentioned above.

The relevant sections of the guidance are:

- Accelerated Entry – for exceptionally gifted and talented children for whom parents are seeking a school place a year ahead of their normal point of entry,
- Delayed Entry – for children with a medical or special educational need or disability where it is felt it would be more appropriate for them to start school a year after their normal point of entry, and
- Summer Born Children - for children born between 1st April and 31st August for whom parents have chosen to delay their entry to school until the following academic year (when they reach compulsory school age), and parents would like to request the child is educated out of year group in a reception class rather than in year 1 with their chronological age group

For accelerated entry requests the relevant EOYG form, must be submitted at the same time as the school application, for the year group in which parents would like their child to start school.

For delayed entry and summer born children education out of year group requests the relevant EOYG form must be submitted to the local authority at the same time that parents apply for their child's school place in their chronological year group. (for summer born children, this is the September after the child's fourth birthday even if parents have chosen to delay their child's entry until the following year). This will ensure that the application can still be processed if the request to be educated out of year group is not supported.

For in-year applications and transfers between education phases (i.e. from an infant to a junior school, or from primary to secondary), parents should complete the EOYG Changing Schools form.

Warwickshire County Council is the admission authority, and therefore the decision maker, for all voluntary controlled and community schools.

**For further information or to download the relevant Educated out of Year Group form please visit the Warwickshire School Admissions website: <https://www.warwickshire.gov.uk/school-admissions-appeals/deferringstartingschool/2>**