

# Helping your child to get a place at school

## A Guide for Parents and Carers

You must apply by:

Secondary  
Apply by:

OCTOBER  
31

Reception  
and Junior  
Apply by:

JANUARY  
15

School is one of the most important parts of your child's life, and there is a lot to consider when deciding which school you'd like them to go to. As well as giving them a place to learn, school helps them to grow and prepare for adult life, and provides a safe place for them to spend time with friends under the supervision of trusted adults.

This guide will help you think about what matters most to you and your child when deciding where you'd like them to go to school.



## Top 4 things to consider:

- 1 Which schools are in your local area?
- 2 What do you know about these schools? For example, their academic results, pastoral care, facilities or admissions criteria?
- 3 How would your child travel to and from your local schools? Please remember getting your child to school is your responsibility.
- 4 How might each school meet your child's needs?



There is a lot to think about, but there is support available to help you with your thinking and decisions:

### Who can help me?

- Your circumstances will be different to other families. Talking to your child and their teacher/nursery/preschool could help you determine what matters most to you.
- If you are worried that your child has specific needs, get in touch with the school(s) directly, as they will be able to talk through your concerns.
- Think about how your child will get to school. If they might need public transport, check whether you are eligible for school transport and if you live on a bus route for your preferred schools.
- Talking to other parents might help you too, but remember that their opinions are their own point of view and what suits one child and family could be very different for another.
- Our friendly team are on hand to discuss any questions about applying for a school place and can help you to complete the application form too.

You can request a call back here:  
[warwickshire.gov.uk/schoolplacehelp](http://warwickshire.gov.uk/schoolplacehelp)

And here are some helpful tools and tips...

- To avoid disappointment on offer day, our top tip is that you make realistic preferences, which most likely means including your most local schools on your application form. You have up to 6 preferences and we recommend you use at least 3.
- Try our 'Find a school' tool to learn about your local schools and get links to further information about each.
- Go to an open day or visit the school. This is the best way to get a sense of how the school will meet your needs. You can find the details of their open days on their websites.

Find a school tool:

[apps.warwickshire.gov.uk/findaschool](http://apps.warwickshire.gov.uk/findaschool)



## Make realistic preferences.

You can choose up to six schools to include on your application. This tells us which schools are your 'preferences'. There's no guarantee that those schools will be able to offer your child a place, because each school has its own admissions policy, against which your application will be assessed.

So, whilst you don't have to use all six preferences, we recommend that you include at least three schools on your application. You should also always include your priority (catchment) school, because this is the school that is most likely to be able to offer your child a place.

Each school's admissions policy can be found on the 'Find a school' website. Look closely at the over subscription criteria to understand how your application will be assessed.

Find a school tool:  
[apps.warwickshire.gov.uk/findaschool](https://apps.warwickshire.gov.uk/findaschool)

## MYTH BUSTER

**If I live in a priority area, does that guarantee my child a place at that school?**

No - living in the priority area for a school does not guarantee a place. This is because schools have a limited number of places and there may be more children that live closer or meet other higher priority oversubscription criteria than your child.

## MYTH BUSTER

**If I only put one school down on the application form, does that guarantee my child a place at that school?**

No, and by doing this, you are increasing the risk of your child not having a place at a local school at all. So, use at least three preferences, including your priority school. If there is no place available at the schools you selected, you will be offered a place at the next nearest school which has capacity. This might be a school you don't know much about, it could be some distance away, and you might feel it does not meet your family's needs.

Visit our website to find out more about how school places are allocated.  
[www.warwickshire.gov.uk/school-admissions-appeals/school-places-allocated/1](https://www.warwickshire.gov.uk/school-admissions-appeals/school-places-allocated/1)



## Making an application

- You will need to complete your application on the parent portal. Instructions on how to do this can be found on our website.
- Apply online for Secondary schools by 31 October.
- Apply online for Reception and Junior applications by 15 January.
- If you apply late you are unlikely to get your preferred school, because you will be allocated a place after everyone who applied on time.
- You must have evidence that proves your child normally lives at the address you've used on your application.
- We will get in touch with your current school to let them know if we have received an application from you.
- Please remember you will not be able to contact schools during school holidays, so make sure to plan ahead for visits or discussions.

If you need any help with applying for a school place, please use this form to request a call back from a member of the team:

[warwickshire.gov.uk/schoolplacehelp](http://warwickshire.gov.uk/schoolplacehelp)



## Where to find more information:

### School transport:

[www.warwickshire.gov.uk/school-transport](http://www.warwickshire.gov.uk/school-transport)

### School bus routes:

[www.warwickshire.gov.uk/directory/22/school-bus-timetables/category/161](http://www.warwickshire.gov.uk/directory/22/school-bus-timetables/category/161)

**Warwickshire County Council's 'Find a school' search tool:** [apps.warwickshire.gov.uk/findaschool](http://apps.warwickshire.gov.uk/findaschool)

### How school places are allocated:

[www.warwickshire.gov.uk/school-admissions-appeals/school-places-allocated/1](http://www.warwickshire.gov.uk/school-admissions-appeals/school-places-allocated/1)

### Free school meals:

[www.warwickshire.gov.uk/education-learning/apply-free-school-meals/2](http://www.warwickshire.gov.uk/education-learning/apply-free-school-meals/2)

### School admissions arrangements:

[www.warwickshire.gov.uk/directory/47/school-admissions-arrangements](http://www.warwickshire.gov.uk/directory/47/school-admissions-arrangements)

### Special Educational Needs and Disabilities (SEND) – Admissions to specialist settings:

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

### Grammar Schools and the 11+ test:

[www.warwickshire.gov.uk/grammar-schools-11-test](http://www.warwickshire.gov.uk/grammar-schools-11-test)

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