



Admissions Policy 2025-26

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Governor appointed	Kim Holland
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	L.A policy personalised.
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Middlemarch School Admission Arrangements for 2025-26

The Governing Body of Middlemarch School being the admissions authority for the school wish to inform all relevant parties of the following arrangements for the academic year 2025-26

Our admission policy is as follows:

As Middlemarch is a Foundation School the Governors have responsibility for Admissions and Admissions Policy. In determining their policy, the Governors have endeavoured to serve families of the local community, whilst seeking to preserve the inclusive ethos of the school. As a Junior school (7+), Middlemarch admits children in September following their seventh birthday with the children staying until transfer to Secondary School in the September following their eleventh birthday.

Parents who are considering Middlemarch as the school for their child are strongly encouraged to make an appointment to visit the school and meet the Headteacher.

Information for parents

In August of each year, the Admissions Service receives data relating to children who are due to start school in September of the following year. Data is also received from Infant schools relating to children who are due to transfer to Year 3 in September of the following year. This data is then used to distribute information about the admissions process to the families concerned.

In September of each year, information explaining the school admissions process will be made available to the families of children who are resident in Warwickshire who:

- Have a child attending Year 2 in an Infant or Primary school.

Important information will be available on the County Council's website. It is expected that all families following the 2025 entry coordinated admissions process, as well as all schools within the county, will have read through the information relating to this process on the website. Schools (as well as nurseries and other childcare providers, in the case of children who are due to start school) are encouraged to inform parents of the need to apply for a school place and make parents aware of the necessary deadlines.

Also available on the Warwickshire County Council website will be the local authority's Composite Prospectus (from September 2024). This is an expanded version of the leaflet which is sent to parents and incorporates the information that is available online and will also contain the full admission arrangements of each state school in Warwickshire (not independent fee-paying schools or special schools, as applications for these schools are not considered under the coordinated admissions process).

Application deadlines

The application process for primary phase applications (Year 3) opens from 1st November 2024.

The closing date for primary phase applications (Year 3) is 15th January 2025

Applying for a place in a Junior school

The normal point of entry to a Junior school is Year 3. The local authority coordinates the process of allocating places to these schools.

Parents who have a child in Year 2 at an Infant school, who will need to transfer to Year 3 in a Junior school from September 2025, will be eligible to apply for a place through this coordinated admissions scheme using the Common Application Form (CAF).

All applications to move to a primary school, or to move from a primary school into a junior school for Year 3 in September 2025, should follow the normal in-year admission process, from 2nd June 2025. Such applications will not be processed as part of the coordinated admissions scheme.

Parents apply for school places using a Common Application Form (CAF). Parents are encouraged to apply for a school place using Warwickshire's online application system, via the [Warwickshire Admissions webpage](#). 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.

The online application process allows parents to:

- Name a maximum of six schools on their application.
- Rank their preferred schools in the order they would like their child to be offered a place (with 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. Some own admission authority schools will also consider sibling links where the sibling attends the preferred school at the time of application, rather than time of admission of the child for whom the application is being made.

- Give details of any parent who is a staff member at the school which has been named as a preference, in line with the oversubscription for some own admission authority schools.
- 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 admission 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).

* 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 22nd April 2014 is deemed to be a child arrangement order. Section 14A of the Children Act 1989 defines 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

** 'Previously Looked After' refers to a child who was looked after (as outlined above) immediately prior to being adopted or becoming subject to a Child Arrangements Order or a Special Guardianship Order 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 as a result of being adopted.

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

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.

Completed application forms, regardless of the method used to make the application, should be received by the home authority (Warwickshire School Admissions Service) by no later than 11:59pm on the national closing date of

15th January 2025. Completed application forms received after the closing date will be considered as late unless suitable evidence of a house move can be provided by the relevant deadline (see 'Changes of address' section below).

Amendments to the application (e.g. an additional preference being named, or the order of the ranked preferences being changed) will be permitted prior to the closing date of 15th January 2025. Any changes made to an application after this date will be classed as late (unless they are made in line with the requirements detailed below).

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 online portal, then such documentation will be requested at the point the application is started. Such documents can be uploaded to the parent's online account.

Acceptable documents to confirm a child's home address will 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
- 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 documents to confirm a child's address includes:

- 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

Addresses involved in child-minding arrangements, whether with professional childminders, friends or relatives, cannot be considered as the child's home address, unless the child sleeps at that property for the majority of the school week (i.e. at least 3 out of 5 nights, Monday to Friday).

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 that 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 in September 2025.

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.

The Local Authority (acting on behalf of the school, in some cases) may request further documents regarding the child's home address at any time. The Admissions Service operates a thorough and robust address checking process, which may include both announced and unannounced home visits.

Changes of address

School places will be allocated using the home address that is named on the Common Application Form, unless any of the following three conditions are met:

1. **House move prior to 15th January 2025:** Where the home address changes before the closing date for applications, parents must notify the Admissions Service of the change of address and will be permitted to amend their school preferences. Parents will need to contact the Admissions Service to update the application.

Some admission authorities may have additional residency requirements which parents must abide by in order for their application to be classed as on time. See each school's admission arrangements for clarification.

2. **House move after 15th January 2025, but on, or before, 1st February 2025:** Where the home address changes after the closing date for applications, but before the extended deadline for families who are moving (either within or into the county), parents should contact the 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 1st February 2025.

The child must be residing (living) in the new property by the deadline of 1st February 2025.

3. **House move after 1st February 2025:** Where an application is made by the national closing date of 15th January 2025, but a house move happens after this date and no evidence could be submitted by the extended deadline of 1st February 2025, then the application will be processed and considered in line with the address information and school preferences submitted as part of the application as it stood on 15th January. Such changes can be updated after 16th April 2025, when the family may contact the Admissions Service and ask them to amend the address details on the child's 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
Address details <u>will not</u> 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, 1 st 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.
<i>All emails sent to the service will be automatically acknowledged. If you wish to send documents via post then we would strongly recommend that you use a recorded delivery method.</i>

If you have any difficulty in submitting any of the documents stated above then please contact the Admissions Service, who can advise you further.

Where a house move has occurred after the 1st February deadline, 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 16th April 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.

Applications received after 11.59pm on 30th April 2025 will be processed on an ad hoc basis.

Multiple applications made by the same parent/household

If more than one application is made prior to the closing date of 15th January 2025, by the same parent/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 16th April 2025.

Following National Offer Day, the School Admissions Service will accept new applications and, if required, further amendments to existing applications. If a child has an existing offer of a place, this will not be withdrawn until confirmation of an offer from the new/amended application can be made.

Where a school place has been offered, the applicant must choose either to accept the offer or not. Where an offer is not accepted within a reasonable

time, it may be withdrawn by the Admissions Authority. If an applicant chooses to make a further application after having received the offer of a place, this application can only be processed where the applicant has declined to accept the place that has been offered.

Any further application will be classified as a late application, and will be processed after all of the first round offers have been made to applicants who applied on time. If it is possible to offer the applicant's child a place at the school which is the subject of the further application, a place will be offered.

Parents who have received the offer of a place but who decline the offer in favour of making a further application risk not being offered a place at the school which they have applied to subsequently. In these cases, the local authority may offer a place at any maintained school which has vacancies.

Multiple applications made by Separated Parents

The Admissions Service will not become involved in disputes between parents, or parties, regarding applications for school places.

Where parents cannot agree on either the home address or the school preferences to name on an application (or both), the Admissions Service will contact both parents 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 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, 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 A or parent B's application. This process is carried out by two Admissions officers in the presence of a local authority solicitor. Parent A and B are advised which application will be processed.

How offers are determined

Subject to the above, admission authorities must consider all applications. If there are more applications received for a school than there are places available, then the relevant oversubscription criteria for the school will be assigned to each application.

If a school is oversubscribed then the admission authority must produce an intake list, in ranked order, which must include all those who have expressed a preference for the school. The ranked list must be returned to Warwickshire Admissions Service. Where it has been agreed that the Admissions Service will carry out this function for an own admission authority school, it is the admission authority's responsibility to ensure that they agree with the intake

list. Any issues must be raised with the Admissions Service by the date set out in the timetable at the beginning of this document.

In most cases, and where possible, the aim will be to offer a place at the school named as the highest preference. Where it is possible to offer a place at more than one of the preferred schools named on the application, a place will be offered at the school listed as the highest preference out of the schools where an offer can be made. Any applications for schools which are listed as lower preferences than the school offered will then be automatically withdrawn.

Where the Admissions Service is unable to allocate a place at any preferred school, a place will be allocated at the next nearest school which has availability. This includes schools who are classed as their own admission authority, who are not maintained by Warwickshire County Council, and may include academies, free schools, and faith schools. The next nearest school with availability will be identified based on distance, calculated as set out below.

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

Distance

Distance will be calculated by a straight-line measurement from the address point location coordinate of the applicant's home address to the centre point ('centroid') of the school in question. The centroid is a pre-determined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data.

Middlemarch School has a priority area as follows:

Priority Area: Bermuda Village, including Cornish Crescent, Radley Drive, Woburn Drive, Redwood Croft, Bermuda Road and Tenlons Road. Middlemarch Road, Marner Road, Gilfil Road and Barton Road. **Shared with Queens C of E Academy:** College Street and Greenmoor Road as far as and including Cox's Close and Milford Street. **Shared with Croft Junior and Queens C of E Junior:** Glendale Estate, bounded in the north by Croft Road, to the east by Greenmoor Road and to the south by Heath End Road.

The northern boundary follows Ansley Road (excluded), Arbury Road (excluded), Charnwood Avenue (excluded), Atholl Crescent (excluded), Heath End Road and Croft Road (excluded) to Greenmoor Road. The eastern boundary then follows Greenmoor Road, College Street, Barton Road, Gilfil Road and the railway line to Coventry Road. The eastern boundary then continues to follow Coventry Road (excluded) and the Bedworth By-pass to Sutherland Drive. The southern boundary cuts across the countryside from the Bedworth By-pass opposite Sutherland Drive to Bedworth Lane and then follows Bedworth Lane to the Astley parish boundary. The western boundary follows the Astley parish boundary and Astley Lane to Ansley Road.

The area bounded in the north by Croft Road, in the east by Greenmoor Road and the south and west by Heath End Road is shared with Queens C of E Academy and Croft Junior School.

Cox's Close, Milford Street and College Street are shared with Queens C of E Academy.

Partner Schools are Chilvers Coton Community Infant School and Glendale Community Infant School – depending on address (see below).

Full details of priority areas are available on the Warwickshire County Council website and can be viewed using interactive maps

<http://warwickshire.gov.uk/mapjuniorprimaryschools>

Published Admission Number (PAN)

Where schools have more applications to consider than there are places available, offers will be made in accordance with the school's Published Admission Number (PAN), as part of the coordinated admissions process. Where an admission authority wishes to admit over its PAN, as part of the coordinated process, the process outlined in the following paragraph – 'Offers over PAN' - should be followed.

The schools' planned admission number has been set at 60 per year group.

Offers over PAN

Where an admission authority wishes to admit children over and above their PAN, as part of the coordinated admissions scheme, they must make this request in writing to the Admissions Service by no later than the end of the Autumn term prior to the relevant entry year (i.e.: 20th December 2024 for September 2025 entry). The Local Authority will agree to such requests, where the request is received in good time (i.e.: by the above deadline), where the admission authority can show that the school has capacity and finances to support admitting over PAN, and where admitting over PAN would not adversely affect offers made for other schools in the local area.

Where such a request is received after the date outlined above then the determined PAN will be honoured, in relation to the coordinated admissions scheme, and offers made up to PAN (where possible) in line with National Offer Day – 16th April 2025. The request will then be taken into account in line with the specified reallocation dates, where possible to do so, and only where the admission authority can show that the school has capacity and finances to support admitting over PAN, and where admitting over PAN would not adversely affect offers made for other schools in the local area.

Where further capacity is required to provide every child in Warwickshire with an appropriate school place, a discussion will be held with relevant schools by members of the Admissions team and officers in School Place Planning to reach an agreement on offering additional places above PAN. This will include the local authority approaching own admission authority schools to take additional pupils, over and above their PAN

Notification of offers

National Offer Day is 16th April 2025.

Warwickshire Admissions Service will communicate to all parents who are resident within the county, who have made an **on-time** application (i.e.: by the deadline of 15th January 2025 or the extended deadline for a house move), regarding the school place that has been offered. This applies to schools offered within either Warwickshire or another local authority and will give the reason as to why schools that were named as higher preferences have not been offered, if applicable.

All applicants who made an on-time application online will receive notification of the school place offered, **after** 8.30am on 16th April 2025. These offers will be available to view via the online parent portal system.

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** 16th April 2025.

When an applicant is not offered their first preference school, they will be provided with (or directed to) the following information. This may be via an electronic link to such documents, where the offer is sent by email:

- a) Information about their right of appeal against any refusal of a place,
- b) A breakdown of the offers made for each school,
- c) Information about the waiting list process.

Appeals

Where applicable, 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. However, applicants cannot appeal for a place at a school listed as a lower preference than the school place offered. This is because the application will not have been considered for the school listed as a lower preference than the school offered and will have been automatically withdrawn.

Late applications

Every effort will be made to remind parents to submit their application by the closing date of 11.59pm on 15th January 2025. However, if an application is received after this deadline then it will be classed as late (unless the rules on a change of address prior to 1st February 2025 apply). Late applications will not be processed until **after** National Offer Day on 16th April 2025.

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 listed in the timetable at the end of the Warwickshire County Council School Admission Arrangements Coordinated

Scheme: Starting School in Reception in September 2025, or transferring to Year 3 at a Junior School document on the Warwickshire website.

If the applicant requests that new preferences are added to the application, and the 15th January 2025 deadline has passed, such amendments will be classed as **late**. Any schools named on the application prior to 15th January 2025 deadline will not be affected and will remain as on time.

Each application will be limited to a maximum of six active preferences at any one time during the coordination admissions process. Where adding a further school preference, at the request of the applicant, would cause the application to contain more than six preferences, then a preference of the applicant's choosing must first be withdrawn from the process, otherwise the new preference school will not be added to the application.

In respect of own admission authority schools, information about late applications will be made available through SAM (School Access Module) after National Offer Day, for consideration as part of the reallocation rounds. The admission authorities will be required to assign relevant oversubscription criteria, as well as carrying out any relevant checks, and they will also be made aware of any offers made through the reallocation process.

In the case of a late application, where it is possible to offer a place at more than one of the preferred schools through one of the reallocation rounds, a place will be offered at the school listed as the highest preference on the application.

'Unplaced' offers

Where the local authority is unable to allocate a place at any of the preferred schools named on the child's application, either on National Offer Day or through any of the reallocation rounds, a place will be allocated at the next nearest school which still has availability at that time. The next nearest school with availability will be identified based on distance calculated by straight line measurement. This school offer will be referred to as 'unplaced' as it will be an offer for a school which the family did not name – 'place' - on their application.

Waiting lists

Where a school is offered on National Offer Day, and this was named as a lower preference school on the application than a re-offer that can be made as part of one of the reallocation rounds (or any point afterwards), the parent who made the application will be notified that a higher preference school can offer a place and a set period of time will be given to consider whether they wish to accept the new offer. This will usually be 5 working days.

If the parent does not confirm their decision as to whether they accept the re-offered school within the time period set by the Admissions Service, then that re-offer will be released and re-offered to the next child on the waiting list. The school place offered previously, and accepted by the parent, will not be affected.

Where the re-offered, higher preference, school is then accepted by the parent, the previous school offered will be automatically withdrawn. Only one school place can be offered and accepted as part of the coordinated admissions process.

Children will automatically be added to the waiting lists of any non-selective schools listed as a higher preference than the school at which a place is initially offered.

The waiting lists for Warwickshire schools 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 admission authority's oversubscription criteria.

Waiting lists will be re-ranked prior to each reallocation round, and when a new application is received thereafter. Admission authorities will be required to assist the local authority in assigning oversubscription criteria and carrying out relevant checks, where new applications are received, or when a previous application is amended (e.g: a change of address).

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.

For any over-subscribed junior school, Warwickshire Admissions Service will retain a waiting list until the end of the Autumn term (31st December 2025).

At that point, all waiting lists (where the local authority is the admission authority) will be cleared and all applicants will be removed from the lists. If a parent wishes for their child to be added back on to the waiting list after this period then they will need to complete and submit a Change of School application, which can be done on the online parent portal, through the County Council's website.

Middlemarch Junior School does not operate a waiting list system in addition to the above.

Accepting the school place offered

Warwickshire parents will be asked to respond to the offer of a school place by the deadline of 30th April 2025. Acceptance of the place can be done through the online application portal, or via email, or over the telephone through the Admissions Service.

Failure to respond to the offer by the deadline stated above will result in a letter being sent to the family on, or around, 5th May 2025, giving a further deadline to respond and confirm acceptance or a decline of the school place offered.

Failure to respond to this further correspondence may then result in the school offer being withdrawn from the child. Parents will continue to receive correspondence from Warwickshire County Council regarding the child's

school destination for September 2025 and may also be referred to Warwickshire's Attendance Service (WAS), who may take legal action against a parent, where deemed necessary.

Where an offer is made through one of the specified reallocation rounds, or thereafter, the family will be notified, in writing, of the deadline to accept or decline the offer. Failure to comply may result in the offer being withdrawn and the child will retain their previous offer of a school place.

Declining the school place offered

Where a family wish to decline the place offered, this cannot be done via the online portal and must be done either over the telephone or via email through the Admissions Service.

The Admissions Service will not process a decline for a school place unless suitable alternative provision can be confirmed by the parent, for example, a school place has been secured for the child at a private school. Evidence of such may also be requested.

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 16th April and 31st August for Reception, Infant and Junior transfers). 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 2025 and not begin allocating school places themselves during this period.

Cooperation between admission authorities will ensure that each child is offered only one school place and that it is the highest preference possible that can be offered from the child's application.

From 1st September 2025 the coordinated scheme will cease, and the In-Year Admissions process will begin.

Applications from overseas residents

UK Military families/Crown Servants

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.

The application will follow the coordinated admissions process in all other respects, as outlined in this document.

Overseas residents

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.

Overseas residents, with a planned relocation to Warwickshire will be asked to provide exchange of contracts, signed tenancy agreement (usually of 12-months 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.

Where both an application for school places AND documentation relating to the family's new address is provided by the extended deadline of 1st February 2025 for families moving into the county, then the application will be treated as on time and processed alongside all other applications. Applications and/or enough residency documentation received after this deadline will be treated as late and will not be processed until after 16th April 2025.

Where schools are their own admission authority, they may operate additional residency requirements, but this will be stated in the admission arrangements for those schools concerned.

As part of the local authority's coordinated admissions scheme, for entry in to Reception (or Year 3, if transferring to a junior school), in September 2025, there is an expectation that the child and applicant will still be in residence at the address used on the application from the start of term in September 2025, at least. 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, even if the child has started at the school concerned.

Admission of children outside their normal age group

Parents may seek a place for their child outside their normal age group, for example, if the child has experienced problems such as ill health or if they are moving from overseas and their child has not been educated in the English school system. This request should be in the form of a written letter of application addressed to the Headteacher outlining the reason(s) why you wish your child to be considered for admission into a class outside of their normal age group. You should enclose any supportive evidence and documentation, e.g. from professionals who have worked with your child that you wish to be taken into account as part of that request. Each request will be looked at on an individual basis with any decisions taken according to what is considered to be in the child's best interests.

Parents should make the request in good time, at least one month prior to the published deadline for normal round applications, so the request can be considered and, where a request is not agreed, for the family to have adequate time to make an alternative application for a school place before the published closing date.

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

Home-to-School Transport Assistance

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 parents 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 to ensure that the child gets to and from school each day, not the local authority and not the school the child will be attending. Where a child is eligible for home-to-school transport assistance then this responsibility does rest on the local authority.

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

Partner schools

The partner schools of Middlemarch Junior School are both Glendale Infant School and Chilvers Coton Community Infant School.

The School Admissions Code also requires that:

- Where a child has an individual Education, Health and Care (EHC) Plan that names a specific school, then that child must be admitted to that particular school.
- The highest priority in a school's oversubscription criteria must also be given, unless otherwise allowed in the Admissions Code, to Looked After Children and all Previously Looked After Children. 'Previously Looked After Children' are children who were looked after (ie: who were under local authority care – eg: placed in foster care), but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- If a school is not oversubscribed, all applicants must be offered a place.

The admission arrangements of any school must be such as to enable relevant decisions to be made in line with the timetable of this scheme.

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

Sibling is defined as: a full brother or sister; 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.

Over-subscription Criteria

At Middlemarch School, the Governing Body are responsible for setting their own over-subscription criteria.

In the event of Middlemarch School being oversubscribed, then the following over-subscription criteria will be used when allocating places in Year 3:

Please note that children with an education health care plan (EHCP) that names a school will be admitted first. In this event the number of places that remain for allocation will be reduced.

Criterion 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 as a result of being adopted.

Criterion 2: Children living in the priority area for the school, who will have a sibling attending Middlemarch School in Years 4, 5 or 6 at the time of admission in September 2025*.

Criterion 3: Children living in the priority area for the school, who will have a sibling attending the partner infant school at the time of admission in September 2025*.

Criterion 4: Other children living in the priority area

Criterion 5: Children living outside the priority area for the school, who will have a sibling attending Middlemarch School in Years 4, 5 or 6 at the time of admission in September 2025.

Criterion 6: Children living outside the priority area for the school, who attended the partner infant school immediately prior to transfer.

Criterion 7: Children living outside the priority area for the school, who will have a sibling attending the partner infant school at the time of admission in September 2025*.

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