



# Admissions Policy 2022/23 - Swindon

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## Key Document Details

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## Admissions Policy - Primary and Special Schools, Swindon 2022/23

**NB: A revised School Admissions Code is anticipated in the early part of 2021; changes may be required to this policy before or after the date of determination.**

### Introduction

This policy has been written on behalf of all The White Horse Federation Schools (TWHF). Applications to attend a TWHF School are welcomed from all families. As the federation is a Multi Academy Trust, the Directors of the trust are responsible for their own Admission Policy and arrangements are in line with the Admissions Code of Practice and the Local Authority's Admissions Schemes.

### Timing of Admission

Pupils will normally be admitted at age four in the September of the school year during which they reach their fifth birthday. The School Admissions Code requires school admission authorities to provide for the admission of all children in the September following their fourth birthday. However, a child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted.

### Summer born Children

A summer born child is one born between 1<sup>st</sup> April and 31<sup>st</sup> August. A parent of a "summer born" child may request to delay admission of the child until later in the academic year or defer admission to a year group later than that of their natural cohort and this request will be considered.

For further information, please follow the link to view this policy for Delayed and Deferred Admissions.

[https://www.swindon.gov.uk/info/20071/school\\_places\\_and\\_admissions/705/school\\_admission\\_arrangements/4](https://www.swindon.gov.uk/info/20071/school_places_and_admissions/705/school_admission_arrangements/4)

### Timing of Applications

All Primary Schools in Swindon are required to participate in the Swindon Co-ordinated Admissions Scheme and Swindon LA has set up a standard common application form for all schools.

### Important dates for admission to TWHF SCHOOLS in September 2022:

| For Children Born between | 1 <sup>st</sup> September 2017 and 31 <sup>st</sup> August 2018 |
|---------------------------|---|
| 01/09/2021                | Applications can be made  |
| 15/01/2022                | Deadline for on time applications                               |
| 19/04/2021                | Offers made to Swindon residents                                |
| 29/04/2021                | Deadline for parents to accept place                            |

## Late Applications

Applications received after the closing date given above will be considered as late applications. This means that they will be considered after all on-time applications have been considered.

## Over-Subscriptions Criteria for White Horse Federation Schools

The Published Admissions Number (PAN) from Reception to Year 6 are as follows:

| School Name                      | PAN |
|----------------------------------|-----|
| Drove Primary School             | 90  |
| Gorse Hill Primary School        | 60  |
| Grange Infants School            | 90  |
| Grange Junior School             | 90  |
| Haydon Wick Primary              | 40  |
| Moredon Primary & Nursery School | 60  |
| Mountford Manor Primary School   | 30  |
| Rodbourne Cheney Primary School  | 30  |
| The Croft Primary School         | 60  |
| Tregoze Primary School           | 30  |
| ** Nyland Campus (SEMH SCHOOL )  | 42  |

## NOTES

\*\* Admissions to Nyland is determined through the SEN Assessment Team.

### Primary School over subscriptions

In all admissions cases, all applications will be agreed until the admission number is reached. Unfortunately, there may be occasions where a year group is over-subscribed and in these circumstances a set procedure will be followed to ensure places are allocated fairly. All applications will be ranked in order of the oversubscription criteria in these cases.

The oversubscription criteria are as follows:

**A child who has a statement of special educational need or an Education Health and Care Plan is required to be admitted to the school names on the child's statement.**

### Priority 1.

A looked after child or previously looked after child, and those that have been in state care outside of England.

A looked after child or a child that was previously looked within England and outside of England, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order)

*This change will be introduced for children that appear to be looked after outside of England only as a mandatory requirement under a revised School Admissions Code 2021. We anticipate that the Code will be revised in spring 2021. If the revision comes into force before this policy is determined, it will be included. If the*

*revision comes into force after determination, it will be absent from the policy and will be added when it is required.*

#### **Priority 2.**

Any child who has a sibling attending the same TWHF school (including Grange Junior School) at the same time as he or she is due to be admitted; this does not apply to admission to The Ridgeway School and 6th Form College, when a child is moving from Primary to Secondary School. A child who attends a TWHF Primary School does not have an automatic entitlement to attend Ridgeway School and 6th Form College. See Ridgeway School & 6th Form College's Admission's Policy for further details.

#### **Priority 3.**

Any child of a staff member employed by TWHF for at least 2 years can apply for a TWHF school that is within the area of the child's home address. Or a staff member who will meet a clear national skills shortage, for example Maths teacher (please complete Appendix 1 - Supplementary Information)

#### **Priority 4.**

Any child living within the school's catchment area (details available from the school and LA)

#### **Priority 5.**

Any child not living in the school's catchment area.

#### **Decider**

In all cases where the school is oversubscribed, distance will be determined from the applicant's home address to the school on the following basis:

The distance between the applicant's home postcode & school postcode is measured in a straight line using TWHF mileage calculator, with those living closest to the school receiving higher priority within individual over subscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation.

#### **Random Allocation**

Random allocation is the drawing of lots, supervised by a person independent of the school. Each child will be allocated a number. All the numbers will be placed into a hat or other suitable container and drawn out and ranked in the order that they were drawn.

For children of a multiple birth, only the allocated number of one of the children will be entered into the draw. Where this number is drawn, the other child or children will be deemed to have also been drawn. Lots will then also be drawn for these children to decide their individual ranking. The process will be applied to brother or sister who are not from a multiple birth but are applying for a place in the same year group.

## Definitions and Details

### **Children with Special Educational Needs/Education Health and Care Plans**

Pupils with a statement of special educational needs or Education Health and Care Plans are required to be admitted to the school named on their statement or plan. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of Special Educational Needs Assessment Team (SENAT) at which point this policy ceases to apply.

### **Children Looked After**

A "Looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in the care as a result of being adopted. A Looked after Child is a child who is (a) in the care of a local authority, or (b) being provided 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. If children have ever been Looked After or Adopted or subject to residency or special guardianship order, evidence would need to be provided and the LA reserve the right to ask the parent to provide this.

*This change will be introduced for children that appear to be looked after outside of England only as a mandatory requirement under a revised School Admissions Code 2021. We anticipate that the code will be revised in spring 2021. If the revision comes into force before this policy is determined, it will be included. If the revision comes into force after determination, it will be absent from the policy and will be added when we are required to do so.*

### **Sibling**

A sibling is defined as a child attending the preferred school at the same time as he or she is due to be admitted, who is a;

- Brother or sister
- Half brother or sister
- Adopted brother or sister
- Step brother or sister, or
- The child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Where the sibling of the child making the application is under assessment for a Statement of Special Educational Needs or Education Health and Care Plan, then they will be counted as a sibling from the time that the school is named on the final plan.

### **Multiple Births**

If necessary, the school will admit over its PAN to accommodate siblings born at the same time (e.g. twins, triplets etc.) In such cases the school can admit over its PAN to accommodate such children. In the case of Infant Class Sizes (Reception, Year 1

and Year 2) class size must not contain more than 30 pupils with a single school teacher, however, additional children may be admitted in limited exceptional circumstances, and in accordance with the School Admissions Code, twins and children from multiple births are classed as "excepted pupils" to this legislation. Therefore, if one child of a multiple birth is offered the last available space at the school (according to the PAN), the offers will be made to all the children of that particular multiple birth. Those children would remain an exception to infant class size for the entire time they are in an infant class or until the class numbers fall back to the current infant class size limit.

### **Children of Staff**

Staff are defined as employees being on the permanent payroll of The White Horse Federation for two years. The complete of a supplementary form is required for consideration under this oversubscription criteria (priority 3)

### **Supplementary Information Form**

The Local Authority Admission form will be used as the only application form for TWHF Primary Schools. No supplementary information will be required with the exception of information relating to priority 3. See appendix 1.

### **Catchment Area**

A catchment area is a geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s). Most schools have a catchment area but some addresses fall within areas shared by two or more schools.

### **Home Address**

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. Where a child has a joint address, then the address where the child Tax Credit / child benefit is paid will be taken as the child's home address. Evidence may be required in this instance.

### **Nurseries**

Where a Nursery provision is in place; children will be admitted to the Nursery Department during the term following their 3rd birthday. The exact age of admission however is determined by the availability of places.

Children may be registered for the Nursery in the year in which they are 3. The number of Nursery places at:

| <b>School Name</b>               | <b>Nursery Planned Admissions</b> |
|----------------------------------|-----------------------------------|
| Drove Primary School             | 104 (52 am and 52 pm)             |
| Mountford Manor Primary School   | 26 am                             |
| Moredon Primary & Nursery School | 32                                |
| Gorse Hill Primary School        | 110 (55 am and 55 pm)             |
| Rodbourne Cheney Primary School  | 80 (40 am and 40 pm)              |

Where applications for admission to Nursery exceed the number of places available, the above criteria for admissions will be applied. In the event of over-subscription when the above criteria have been applied, priority will be given to the eldest applicant.

**Please note that the parents whose children go to nursery must complete a Primary Common application form for their Reception application to be valid.**

Placement in a Nursery setting does not give your child automatic entry in to Reception class. All applications for entry to Reception class will be considered in line with the deadline for entry submissions (see above).

### **2-Year-Old Provision**

A 2-year-old provision, for children who qualify to receive the Early Education Entitlement, is available at the following premises:

| <b>School Name</b>              | <b>Nursery Planned Admissions</b> |
|---------------------------------|-----------------------------------|
| Drove Primary School            | 24 (12 am and 12 pm)              |
| Mountford Manor Primary School  | 8 (am)                            |
| Rodbourne Cheney Primary School | 32 (16 am and 16 pm)              |

We welcome pupils with special educational needs and disabilities however due to the nature and layouts of the premises and provision of the above schools, every application to the 2-year-old provision will be assessed individually to ensure the medical, physical and emotional needs of the child can be met. All schools will comply with their obligations under the Equality Act 2010.

### **Applications at Other Times of the Year (In-Year Transfer Applications)**

For the academic year 2022/23, TWHF has delegated the consideration of admissions in year to Swindon Borough Council (SBC). Applications to be admitted to a TWHF School outside the normal admissions rounds can be made directly to SBC. On receipt of an in-year application, SBC on behalf of TWHF will consider the application within a required timescale in accordance with the oversubscription criteria and published admissions number. SBC, on behalf of TWHF will notify the parent and the school of the outcome by a decision letter. Parents/carers applying for places in an oversubscribed year group will be informed of their right of appeal.

### **Waiting Lists**

Where a place at a TWHF School cannot be offered, the child will be placed on a waiting list, the child's name will be retained on the waiting list until the end of the academic year. Letters will be sent to parents asking them to re-apply for the following academic year if they wish to be considered in the following year.

If a place becomes available at the school, the place will be offered in accordance with the published oversubscription criteria and not the length of time a child's name has been on a waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications received. Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application. However, this does not include an appeal against placing a child out of their year group. Waiting lists will be re-ordered in accordance with the oversubscription criteria whenever a child joins or leaves the waiting list.

### **Appeals Procedure**

Parents have a right of appeal to an independent panel against any decision made by the governors regarding the admission of their child. Information about the appeal procedure will be provided where a place at a TWHF school has been refused. Applicants should contact the Admissions Team, Swindon Borough Council.

### **Objections to these Admission Arrangements**

Objections to these admission arrangements can be made to the Schools Adjudicator whose decision is binding and enforceable. Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator:  
<http://www.schoolsadjudicator.gov.uk>

**Appendix 1**

**Supplementary Information Form (SIF)**

**Applications for Admission to a WHF School**

This supplementary information must be completed in addition to the school admission form.

Child's Name: .....

Home Address:

.....  
.....  
.....  
.....

Parent/Carers Name & Address (if different to above):

.....  
.....  
.....  
.....

**Ref: Priority 3**

Name of TWHF Staff member: .....

Name of WHF School or Office employed at:

.....

Relationship to child:

.....

Date of commencement of employment with TWHF:

.....

Is the member of staff meeting a clear skills shortage at a TWHF school? Yes / No  
If yes, what is the skill being provided?

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