

# Admissions Policy 2022/23 - Swindon

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

***\*\* Please note this policy has been amended in accordance to new code of Admissions - September 2021 - all changes are made in green italic's \*\****

### 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.

[www.swindon.gov.uk/info/20071/school\\_places\\_and\\_admissions/705/school\\_admission\\_arrangements/4](http://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
19/04/2022	Offers made to Swindon residents
29/04/2022	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 Admission number (PAN) applies to the relevant year group for Admission in September 2022-2023*

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 a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (90) including those 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 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 function (see the definition in Section 22(1) of the Children Act 1989)*

*90 An adoption order is an order 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) A "child arrangements order" is an order settling the arrangements as to the person with whom the child is*

*to love under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. 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)*

#### **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. This also does not include any younger siblings in a WHF nursery setting.

#### **Priority 3.**

*Any child of a member of staff employed by The White Horse Federation for two or more year at the time of application for admission to the school is made, and/or who were recruited to fill a vacant post where there is a demonstrable skill shortage. The family unit must live within the Local Authority area for the school being applied for. This includes step children, foster children and children of co-habiting partners. (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 other than those falling into category 1-4 above.

#### **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:

*Distance is measured as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school within each oversubscription 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 place 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 (90) including those 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 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 function (see the definition in Section 22(1) of the Children Act 1989)*

*90 An adoption order is an order 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) A "child arrangements order" is an order settling the arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. 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)*

### **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**

*Children of staff are defined as employees being on the permanent payroll of The White Horse Federation as a place of work for at least two years prior to the date of application and/or having been recruited to fill a vacant post for which there is a demonstrable skill shortage. Children of staff includes step children, foster children and children of co-habiting partners living as a family unit. The completion of a supplementary form is required for consideration under this oversubscription criteria (see Appendix 1)*

### **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	16 (8 am and 8pm)
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 In-Year Transfer Application to Swindon Borough Council (SBC). Applications to be admitted to a WHF School outside the normal admissions round can be made directly to SBC via this link:

[https://www.swindon.gov.uk/info/20071/school\\_places\\_and\\_admissions/422/transferring\\_to\\_a\\_swindon\\_school](https://www.swindon.gov.uk/info/20071/school_places_and_admissions/422/transferring_to_a_swindon_school)

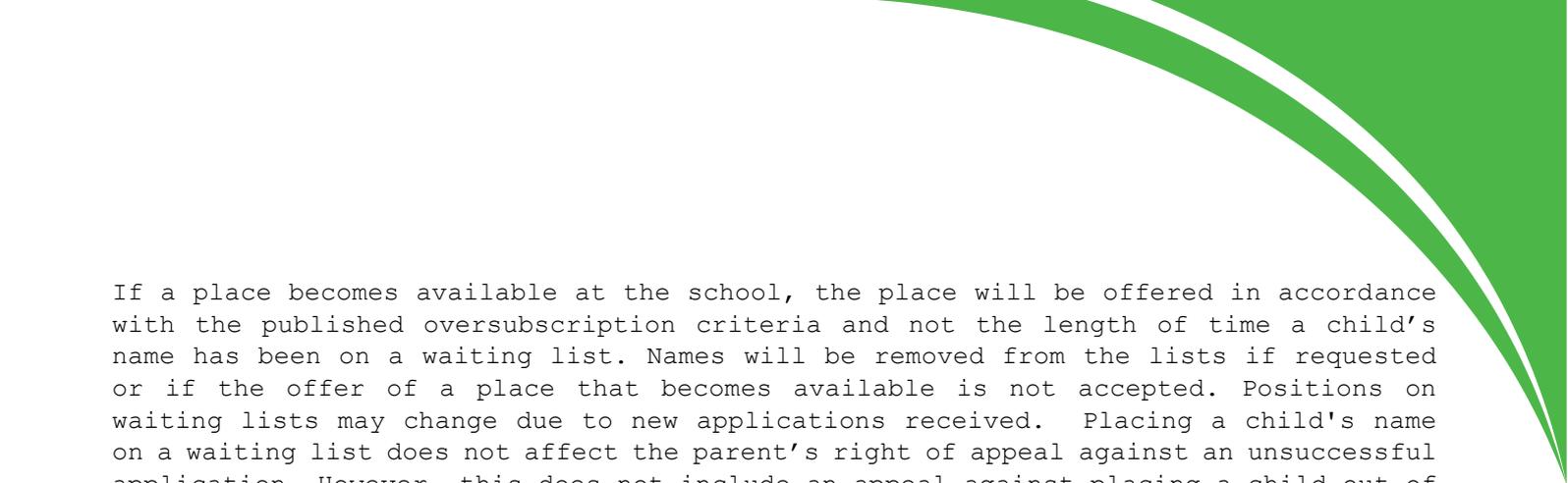
A paper copy of this application is available from SBC for parents without access to the internet.

For further information please refer to the In Year Co-ordinated Admissions Scheme via this link:

[www.swindon.gov.uk/downloads/file/6910/in-year\\_co-ordinated\\_admissions\\_scheme\\_2022-23](http://www.swindon.gov.uk/downloads/file/6910/in-year_co-ordinated_admissions_scheme_2022-23)

### **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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