



# Admissions Policy 2024/25 TWHF Primary Schools

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**Status:**

**Determined  
Date:**

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## TWHF Primary Admissions Policy for Admission 2024-2025

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

### 1. Timings of Admissions – Reception 2024

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.

### 2. 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 see Appendix 1 for each Local Authorities (LA) policies.

### 3. Timing of Applications

All Primary Schools are required to participate in their LA's co-ordinated Admissions Scheme. Each LA has set up a standard common application form (CAF) for all schools.

#### **Important dates for admission to TWHF PRIMARY SCHOOLS in September 2024:**

<b>For Children Born between</b>	<b>1st September 2019 and 31st August 2020</b>
01/09/2023	Applications can be made
15/01/2024	Deadline for on time applications
17/04/2024	Offers made to Swindon residents
28/04/2024	Deadline for parents to accept place

### 4. 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.

### 5. Published Admission Numbers (PAN)

The Published Admission number (PAN) applies to the relevant year group for Admission in September 2024-2025

<b>Local Authority</b>	<b>School Name</b>	<b>PAN</b>
Oxfordshire	Gagle Brook Primary School	30
Oxfordshire	Southwold Primary & Nursery School	45
Oxfordshire	West Kidlington Primary & Nursery School	30
Reading (Brighter Futures)	St Marys & All Saints C of E (Aided) Primary School	60
Swindon	Drove Primary School	90
Swindon	Gorse Hill Primary School	60
Swindon	Grange Infants School	90
Swindon	Grange Junior School	90
Swindon	Haydon Wick Primary School	40
Swindon	Moredon Primary & Nursery School	60
Swindon	Mountford Manor Primary School	30
Swindon	Rodbourne Cheney Primary School	30
Swindon	The Croft Primary School	60
Swindon	Tregoze Primary School	30
Swindon	** Nyland Campus (SEMH School)	42
Wiltshire	Bowerhill Primary School	60
Wiltshire	Forest and Sandridge C of E Primary School	75
Wiltshire	Larkhill Primary School	45
Wiltshire	Seend Church of England Primary School	16
Wiltshire	Shaw C of E Primary School	30
Wiltshire	Southbroom Infant School	60
Wiltshire	St Georges C of E Primary School	15
Wiltshire	St Mary's Broughton Gifford	15
Wiltshire	The Manor C of E Primary School	30
Wiltshire	Zouch Academy & Nursery	60

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

## 6. Oversubscription Criteria – Oxfordshire WHF Schools

Gagle Brook Primary School  
Southwold Primary & Nursery School  
West Kidlington Primary & Nursery School

When applications for admissions exceed the number of places available in any year group, the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit:

The oversubscription criteria is 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 named 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)

### Priority 2

Any child who has a sibling attending the same WHF School at the same time as he or she is due to be admitted; this does not apply to admission to Whiteland's Academy, when a child is moving from Primary to Secondary School. A child who attends a WHF Primary School does not have automatic entitlement to attend Whiteland's Academy. Please see Whiteland's Academy Admission's Policy for further details. This also does not include any younger siblings attending the same WHF nursery setting.

### Priority 3

Any child of a member of staff employed by The White Horse Federation for two or more years 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 stepchildren, fosters children and children of co-habiting partners. (Please complete Appendix 3 – supplementary information form)

### Priority 4

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

### Priority 5

Children other than those falling in category 1-4 above

### Decider

#### **(The straight-line distance calculated by OCC)**

For admissions purposes for all schools where the LA is the Admissions Authority for the school that have adopted the LA's measuring system, the straight-line distance from the home to school will be calculated. The start point of the measurement is the "seed point" of the home address. The "seed 7 point" is provided by the Ordnance Survey from information compiled from Royal Mail and Councils via Local Land and Property Gazetteer (LLPG). The seed point normally falls within the bounds of a property. The accuracy of seed points is to the nearest ten centimetres and uses the Bristol Coordinate System (Easting/Northing). It is possible to move the location of an individual seed point, but this is not necessary for most addresses in Oxfordshire and surrounding areas. The end point of the straight-line distance will be determined by the Admission Authority for each school. Where the LA is not the Admissions Authority, the relevant Admissions Authority will provide the determined end point to the LA. The calculation of the distance will be made in meters using a Pythagoras calculation. This calculation will be converted into miles by dividing the distance by 1609.344 to achieve a distance in miles accurate to 3 decimal places. For address outside the British Coordinate System an internet mapping solution will be used to determine a start point using longitude and latitude via [www.getlatlong.net](http://www.getlatlong.net). A straight-line distance will then be calculated to the end point of the school in statute miles using [www.nhc.noaa.gov/gccalc.shtml](http://www.nhc.noaa.gov/gccalc.shtml)

If the distance "tie break" produces an identical result for two or more applicants and these applicants live at different addresses and are not children of multiple births, the LA will use random allocation to determine who will be offered a place.

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)

## **7. Oversubscription Criteria – Reading WHF Primary Schools**

### **St Marys & All Saints C of E (Aided) Primary School**

When applications for admissions exceed the number of places available in any year group, the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit:

The oversubscription criteria is 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 named 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)

#### **Priority 2**

Children who have, one or both parents/carers, exceptional medical or social needs that make it essential that the children attend St Mary and All Saints School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See page 9).

#### **Priority 3**

Children living in the designated area (as agreed with Reading School Admissions Team) who have a sibling or siblings either a) on roll at the school at the time of the application or b) whose parent/carer has accepted an offer of a place for the sibling(s) at the school and, in either case, c) who is or are expected to be still on the roll at the time of the applicant's entry to the school.

#### **Priority 4**

Children who live in the designated area. (See page 9).

#### **Priority 5**

Children who do not live in the designated area, but who have a sibling or siblings either:

- a) On the roll of the school at the time of the application or
- b) Whose parent/carer has accepted an offer of a place for the sibling(s) at the school and in either case
- c) Who is or are expected to be still on the roll at the time of the applicant's entry to the school.

#### **Priority 6**

Children who live outside the designated area and who do not meet any of the criteria set out above.

#### **Tie Breaker**

In any case where two or more children rank equally under any of the criteria above and there is only one place available, the tie breaker is the distance measured in a straight line between the school and the child's home. In the event that two distance measurements are identical, the school will use random allocation to decide which child will be offered the place. The process will be conducted in the presence of a person independent of the school.

#### **Measuring Distance**

If the school does not have enough places for all children in a particular category, places will be allocated to those living nearest the school. The distance is measured in miles as a straight line between the Ordnance Survey data point for the child's home address and the school using Reading Borough Council digital mapping software. This distance is measured to three decimal places. In the rare event that it is not possible to decide between the applications of those pupils who have the same measurement, the place will be offered using random allocation. A member of Committee Services staff for Reading Borough Council will supervise the selection process.

#### **Exceptional Medical or Social Needs**

When applying under Criterion 2 the application must be fully supported by written evidence from the appropriate independent professional person involved with the family (e.g., doctor, social worker, early years professional or family support worker) and should state why the school is considered the most suitable and the difficulties which would be caused if the child had to attend another school. The evidence must be submitted with the application form and be returned by the closing date.

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)

## Designated Area

West Green Court  
Rembrandt Way (all residences in this estate have a Rembrandt Way address)  
Swallows Croft  
Carsdale Close  
Shaw Road (Flats only)  
Saint Saviours Road  
Tintern Crescent  
Wensley Road  
North Lodge Mews  
Lesford Road  
Heron Way  
Holybrook Road  
Arbour Close  
Trelleck Road  
Tyberton Close  
Hay Road  
Tupsley Road  
The Brookmill  
Yew Lane  
The Old Lane  
Boston Avenue (even numbers)  
Coley Avenue (south side of Berkeley Avenue)

## **8. Oversubscription Criteria – Swindon WHF Primary Schools**

**Drove Primary School  
Gorse Hill Primary School  
Grange Infant School  
Grange Junior School  
Haydon Wick Primary School**

**Moredon Primary & Nursery School  
Mountford Manor Primary School  
Rodbourne Cheney Primary School  
The Croft Primary School  
Tregoze Primary School**

When applications for admissions exceed the number of places available in any year group, the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit:

The oversubscription criteria is 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 named 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)

### **Priority 2**

Any child who has a sibling attending the same WHF 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 6<sup>th</sup> Form College, when a child is moving from Primary to Secondary School. A child who attends a WHF Primary School does not have automatic entitlement to attend Ridgeway School and 6<sup>th</sup> Form College. See Ridgeway School and 6<sup>th</sup> Form College's Admission's Policy for further details. This also does not include any younger siblings attending the same WHF nursery setting.

### **Priority 3**

Any child of a member of staff employed by The White Horse Federation for two or more years 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 stepchildren, fosters children and children of co-habiting partners. (Please complete Appendix 3 – supplementary information form)

### **Priority 4**

Any child living within the school's catchment area (details available from the school's individual webpages).

### **Priority 5**

Children other than those falling in 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 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.

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)

## 9. Oversubscription Criteria – Wiltshire WHF Primary Schools

Bowerhill Primary School  
Forest and Sandridge C of E Primary School  
Larkhill Primary School  
Seend Church of England Primary School  
Shaw C of E Primary School

Southbroom Infant School  
St George's C of E Primary School  
St Mary's Broughton Gifford  
The Manor C of E Primary School  
Zouch Academy & Nursery

When applications for admissions exceed the number of places available in any year group, the following oversubscription criteria will be applied in the order set out below, to decide which pupils to admit:

The oversubscription criteria is 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 named 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)

### Priority 2

Any child who has a sibling attending the same WHF School at the same time as he or she is due to be admitted; this does not apply to admission to Melksham Oak or Devizes School & 6<sup>th</sup> Form, when a child is moving from Primary to Secondary School. A child who attends a WHF Primary School does not have automatic entitlement to attend Melksham Oak or Devizes School & 6<sup>th</sup> Form. Please see both schools Admission's Policy for further details. This also does not include any younger siblings attending the same WHF nursery setting.

### Priority 2.1 – Forest and Sandridge Only

For admissions between September 2020 and July 2027 children who have a sibling who is already on roll at the school by September 2019 and who live in the previous catchment area (as specified on the school's website) will be considered under this criterion.

### Priority 3

Any child of a member of staff employed by The White Horse Federation for two or more years 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 stepchildren, fosters children and children of co-habiting partners. (Please complete Appendix 3 – supplementary information form)

### Priority 4

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

### Priority 4.1 Seend School only.

Children living outside the Catchment Area who meet the faith criterion (please see Appendix 4 if you wish to apply for Seend School on religious/faith grounds) . A child living outside the Catchment Area is eligible for this category where the child is a regular practising Christian at a Recognised Church or Religious Group.

### Priority 5

Children other than those falling in category 1-4.1 above

### Decider

In all cases where the school is oversubscribed, with any of the above categories, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be supplied by the LA and these will measure the straight-line distance using Ordnance Survey eastings and northings for the child's home address and the school. Those with the least distance will be given priority. In the event of there being equal distance the priority will be decided by random allocation. This will be witnessed by the LA.

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)



## Religious Character of Seend and Forest & Sandridge Schools (applies to applications to these schools only)

Send and Forest & Sandridge Schools are designated with a religious character. The Schools must have regard to its religious authority when setting the terms of its admission's arrangements.

Recognising their historic foundations, the Schools will preserve and develop their religious character in accordance with the principles of the Church of England and in partnership with the churches at parish and diocesan level. The Schools aim to support children and their families by providing an education of the highest quality within the context of Christian belief and practice. They encourage an understanding of the meaning and significance of faith and promote Christian values through the experience they offer to all their pupils.

In the event that during the period specified for attendance at worship the church (or, in the relation to those of other faiths, relevant place of worship) has closed for public worship and has not provided alternative premises for that worship, the requirements of these (admissions) arrangements in relation to attendance will only apply for the period when the church (or in relation to those of other faiths, relevant place of worship) or alternative premises have been made available for public worship.

## 10. Definitions and Details

### Students with Education, Health and Care Plan

Pupils with an Education, Health and Care Plan (EHCP) at the time of allocation are required to be admitted to the school named on their plan. Once an EHCP reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of the Special Educational Needs Assessment Team (SENAT) at which point this policy no longer applies.

### Child 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)

### Siblings

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
- Stepbrother or sister
- 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 the sibling.

Where the sibling of a 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 sizes must not contain more than 30 pupils with a single schoolteacher, however, additional children may be admitted in limited exceptional circumstances, and in accordance with the Schools Admissions Code, twins and children from multiple births are classed as "excepted pupils" to this legalisation. Therefore, if one child of a multiple birth is offered the last available space at the school (according to PAN), the offers will be made to all the children of that 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.

### 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.

### 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 stepchildren, 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 3)

### Supplementary Information Schools

The Local Authorities Admission form will be used as the only application form for TWHF Primary Schools. No supplementary information will be required except for information relating to priority 3 & 4.1. See appendix 3 & 4

## Children of Serving Armed Forces Personnel

When service families are moving to the area, the LA will accept their application and allocate a place for children in advance of the families' arrival. Parents of other children applying for places may then need to be advised that the school is full. Below is the guidance outlined in paragraph 2.21 of the School Admissions Code.

### 2.21 – Children of UK Service personnel and other Crown Servants (Including Diplomats)

For families of service personnel with a confirmed posting, or crown servants returning from overseas, admission authorities must:

- Allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Admission authorities must not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.
- Use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.
- Not reserve blocks of places for these children

## Parents/Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child.

## Home Address

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility for part of the week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, the parents will be asked to determine which residential address should be used for the purpose of admission to school. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents, then the address used will be the address where the child spends the majority of the school week.

## 11. 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 WHF Schools are as below:

Local Authority	School Name	PAN
Oxfordshire	Gagle Brook Primary School	30
Oxfordshire	Southwold Primary & Nursery School	58 (29am & 29pm)
Oxfordshire	West Kidlington Primary & Nursery School	60
Swindon	Drove Primary School	104 (52am & 52pm)
Swindon	Mountford Manor Primary School	30am
Swindon	Moredon Primary & Nursery School	32
Swindon	Gorse Hill Primary School	110 (55am & 55pm)
Swindon	Rodbourne Cheney Primary School	80 (40am & 40pm)
Wiltshire	Forest and Sandridge C of E Primary School	52 (26am & 26pm)
Wiltshire	Southbroom Infants & Devizes Pre-School	36
Wiltshire	Zouch Academy & Nursery	64

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 into 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:

Local Authority	School Name	PAN
Oxfordshire	Southwold Primary & Nursery School	32 (16am & 16pm)
Swindon	Drove Primary School	16 (8am & 8pm)
Swindon	Mountford Manor Primary School	8 (am)
Swindon	Rodbourne Cheney Primary School	32 (16am & 16pm)
Wiltshire	Southbroom Infants & Devizes Pre-School	20

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.

### **12. Applications at other times of the year (In-Year Applications)**

For the academic year 2024/25, TWHF will delegate the consideration of In-Year Transfer Application's to the relevant LA's. (Oxfordshire County Council – OCC, Reading School Admissions Team, Swindon Borough Council – SBC & Wiltshire LA School Admissions)

Further information and applications to be admitted to a WHF School outside the normal admissions round please see Appendix 2 for links to each LA.

### **13. 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.

### **14. 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 for the relevant LA.

### **15. Objections to these Admissions Arrangements**

Objections to these admissions 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:

[www.schoolsadjudicator.gov.uk](http://www.schoolsadjudicator.gov.uk)

## **Appendix 1 – Summer Born – Delayed and Deferred Admissions**

For further information, please follow the link for your local Authority to view each LA's policy for Delayed and Deferred Admissions:

### **Oxford County Council (OCC)**

[www.oxfordshire.gov.uk/residents/schools/apply-school-place/defer-reception-application](http://www.oxfordshire.gov.uk/residents/schools/apply-school-place/defer-reception-application)

### **Reading School Admissions (Brighter Futures)**

[www.brighterfuturesforchildren.org/wp-content/uploads/2019/09/Defer-Offset-Leaflet-2019.pdf](http://www.brighterfuturesforchildren.org/wp-content/uploads/2019/09/Defer-Offset-Leaflet-2019.pdf)

[www.brighterfuturesforchildren.org/wp-content/uploads/2021/08/Guidance-for-parents-carers-requesting-a-child-be-educated-outside-their-chronological-age-group-below-statutory-school-age-V2-1.pdf](http://www.brighterfuturesforchildren.org/wp-content/uploads/2021/08/Guidance-for-parents-carers-requesting-a-child-be-educated-outside-their-chronological-age-group-below-statutory-school-age-V2-1.pdf)

For the 'offset form' please use this link and scroll down to the section 'Who Should Apply'

[www.brighterfuturesforchildren.org/for-parents-carers/schools/primary-admissions/](http://www.brighterfuturesforchildren.org/for-parents-carers/schools/primary-admissions/)

### **Swindon School Admissions**

[www.swindon.gov.uk/downloads/file/6714/summer\\_born\\_children\\_-\\_advice\\_for\\_parents\\_september\\_2020](http://www.swindon.gov.uk/downloads/file/6714/summer_born_children_-_advice_for_parents_september_2020)

[www.swindon.gov.uk/downloads/file/5081/request\\_for\\_delayed\\_admission\\_application\\_form](http://www.swindon.gov.uk/downloads/file/5081/request_for_delayed_admission_application_form)

### **Wiltshire Council**

[www.wiltshire.gov.uk/media/5176/Delayed-and-deferred-entry-to-school-information-for-parents-and-carers/pdf/Delayed\\_and\\_deferred\\_entry\\_to\\_school\\_information\\_for\\_parents\\_and\\_carers.pdf?m=637423299350030000](http://www.wiltshire.gov.uk/media/5176/Delayed-and-deferred-entry-to-school-information-for-parents-and-carers/pdf/Delayed_and_deferred_entry_to_school_information_for_parents_and_carers.pdf?m=637423299350030000)

## **Appendix 2 – Applications at other times of the year (In-Year Applications)**

For further information, please follow the link for your local Authority to view each LA's policy for applications at other times of the year (In Year Applications):

### **Oxford County Council (OCC)**

[www.oxfordshire.gov.uk/sites/default/files/file/admission-policies/OCC\\_Determined\\_In-Year\\_Admissions\\_Scheme\\_2022-23.pdf](http://www.oxfordshire.gov.uk/sites/default/files/file/admission-policies/OCC_Determined_In-Year_Admissions_Scheme_2022-23.pdf)

And to apply for an in-year transfer to a WHF School within OCC please follow this link:

[www.oxfordshire.gov.uk/residents/schools/apply-school-place/changing-or-moving-school](http://www.oxfordshire.gov.uk/residents/schools/apply-school-place/changing-or-moving-school)

### **Reading School Admissions (Brighter Futures)**

[www.brighterfuturesforchildren.org/for-parents-carers/schools/in-year/](http://www.brighterfuturesforchildren.org/for-parents-carers/schools/in-year/)

### **Swindon School Admissions**

[www.swindon.gov.uk/downloads/file/8647/in\\_year\\_coordinated\\_scheme\\_2024-2025](http://www.swindon.gov.uk/downloads/file/8647/in_year_coordinated_scheme_2024-2025)

### **Wiltshire Council**

[www.wiltshire.gov.uk/schools-learning-admissions-applying](http://www.wiltshire.gov.uk/schools-learning-admissions-applying)

### Appendix 3 - Supplementary Information Form - Staff

#### Applications for Admission to a WHF Primary School

This supplementary information must be completed in addition to the school admission form.  
Please return completed form to: [Admissions@twhf.org.uk](mailto:Admissions@twhf.org.uk)

**Any child of a staff member employed by The White Horse Federation for two or more years at the time of which the application for admission to the school is made.**

Please complete the following and return to [Admissions@twhf.org.uk](mailto:Admissions@twhf.org.uk)

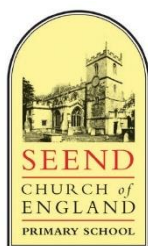
<b>Name of child for which application is being made for:</b>	
<b>Date of Birth:</b>	
<b>Address:</b>	
<b>Name of Parent employed at the school:</b>	
<b>Capacity in which employed:</b>	
<b>Date employment began:</b>	

**Signed** ..... **Date** .....

This form should be completed and returned to the above email address by 15<sup>th</sup> January 2023 for Primary Admissions.

This form should be completed in addition to the LA's application form which must be completed in order for the request to be valid.

<b>Office use only</b>	
Date Received:	
Criteria Confirmed:	



## Seend Church of England Primary School

### Application for Admission to the School on Religious/Faith Grounds

The admissions policy for the school states that pupils will be considered for admission to the school if they attend church regularly (at least once per month for one year prior to entry to the school). In this case “Church” refers to a Church of England Church or to another Church which is a member of Churches Together in Britain and Ireland (see criteria 4.1 of the admissions policy).

In order to confirm church attendance, please fill in the first part of the form and ask your parish priest or minister to complete and sign second part form which must be returned by the date indicated at the bottom of the form. Due to LEA deadlines, we are unable to accept forms after this date.

Name of Child	
Address with postcode	
Telephone number	
Full names of parent(s) or guardian(s)	
Benefice / Parish / Church	
Name of Parish Priest or minister	
I am able to confirm that the child named above attends church regularly (at least once per month for one year prior to entry to the school) and is considered a part of the regular congregation of this Church / Benefice.	
Signed:	
Date:	

Please return to the Headteacher, Seend C.E. Primary School, School Road, Seend, Wiltshire. SN12 6NJ by 15<sup>th</sup> January.