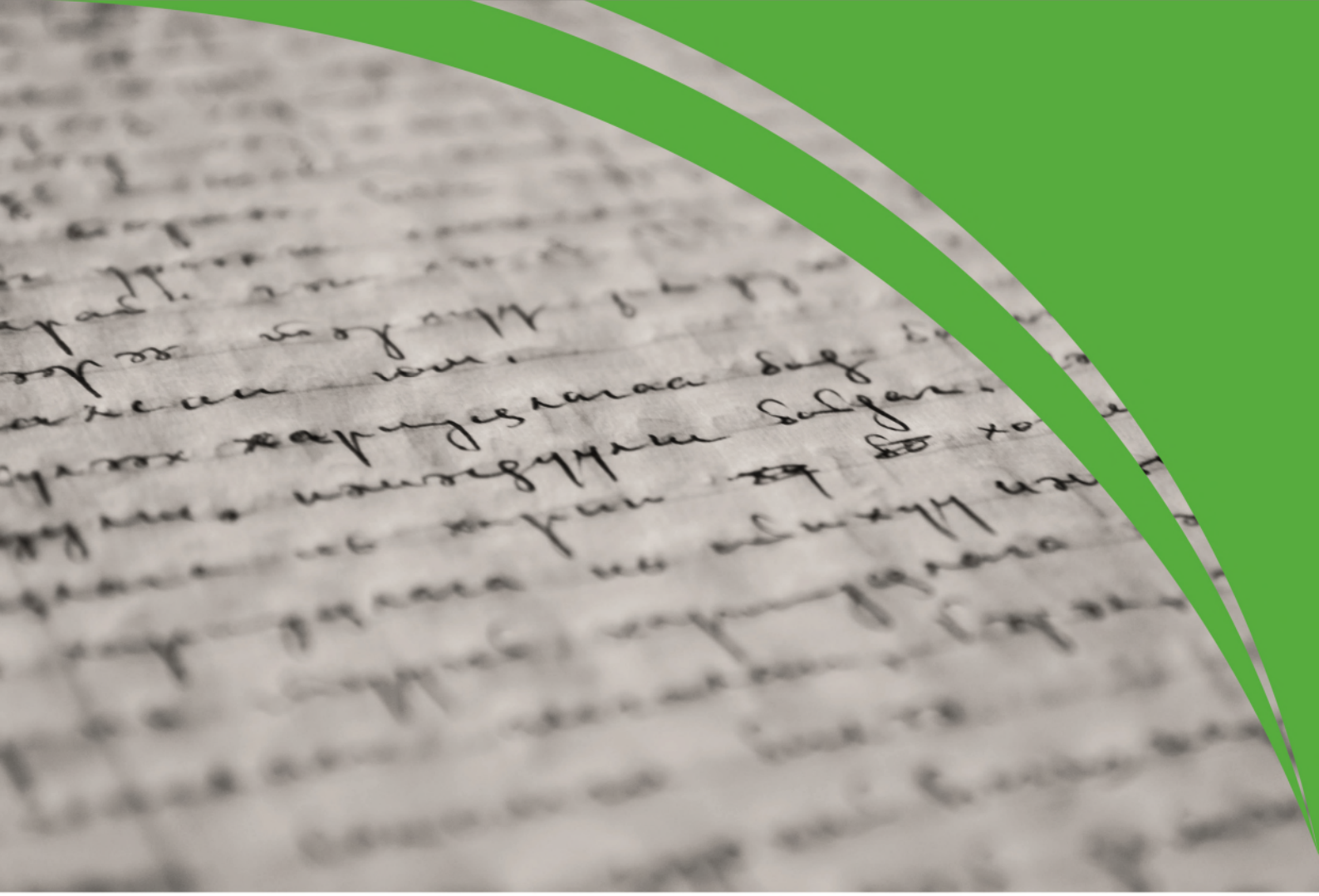

Admissions Policy 2028-29
TWHF Secondary Schools

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Admissions Policy Contents

TWHF Secondary Schools Admissions Policy 2028-29

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1. Table of Changes

Version	Date	Page Doc	Change	Change- Origin of change e.g. Change of Legislation, Policy review
6	12/11/2026		Annual review completed. Minor updates have been made to dates, grammar, formatting, and administrative details. No significant changes to policy content.	
6	12/11/2026	Page 9	8 Primaries added into Swindon White Horse Federation Schools	Policy Review
6	12/11/2026	Page 15	Change to wording on Appendix 1- Supplementary Information Form	Policy Review
6	12/11/2026	Page 12	Definitions and details - Change of wording for Sibling Criteria	Policy Review
5	26/11/25	Page 5	Devizes School and Sixth Form- Reduction of PAN from 230 to 150	Policy Review
		Page 5	Devizes School and Sixth Form - Change of wording for Oversubscription criteria	Policy Review
5 4	26/11/25 15/10/24	Page 5	Devizes School and Sixth Form- Change of wording to Child of Staff criteria as per School Admissions code 2021.	Policy Review
		Page 6	Melksham Oak Community School- Reduction of PAN from 300 to 210	**Policy Review**
		Page 6	Melksham Oak Community School- Change of wording for Oversubscription criteria	**Policy Review**
		Page 6	Melksham Oak Community School- Change of wording to Child of Staff criteria as per School Admissions code 2021.	Policy Review
		Page 8	The Ridgeway School and Sixth Form College- Change of wording for Oversubscription criteria	Policy Review
		Page 8	The Ridgeway School and Sixth Form College- Change of wording to Child of Staff criteria as per School Admissions code 2021.	Policy Review
		Page 10	Whitelands Academy- Change of wording for Oversubscription criteria	Policy Review
		Page 10	Whitelands Academy- Change of wording to Child of Staff criteria as per School Admissions code 2021.	Policy Review
		Page 13	Reference to St Luke's Academy added; signposted to school website/SBC	Policy Review
		Page 2,4,11,12,18,19	Removal of JMA	JMA to move to Greenshaw Learning Trust.
		Page 16	Removal of link to Reading LA (Brighter Futures)	JMA to move to Greenshaw Learning Trust.

TWHF Secondary Admissions Policy for Admission 2028/2029

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.

This policy refers to the following TWHF Secondary Schools:

Local Authority	School name	PAN
Wiltshire	Devizes School & 6th Form – Wiltshire	150
Wiltshire	Melksham Oak Community School – Wiltshire	210
Swindon	The Ridgeway School & 6th Form College – Swindon	270
Oxfordshire	Whitelands Academy – Oxfordshire	120
Swindon	St. Luke's Academy- Swindon	PRU 84*

*The PRU of St. Luke's Academy, represents the total school population, and the number of children admitted each year will vary depending on the spaces available.

2. Admissions Procedures for Year 7 – September 2028

Students are admitted at age 11 without reference to ability or aptitude.

All applications must be made through the relevant Local Authority (LA) for each school.

In brief, each LA's scheme is outlined below:

- Parents will be able to make an online application. The online facility will be available from **1 September 2027** up until the deadline of **31 October 2027**
- A standard written application form known as the Secondary Common Application Form (SCAF) can be used to apply if parents/carers are unable to apply online. To obtain an SCAF, parents/carers should call the relevant LA to request an SCAF to be sent to the home address.
- This form must be used to apply for the admission of pupils into the first year of secondary education in the specified year unless an online application has been submitted.
- Unless an online application has been made, the SCAF must be used as a means of expressing one or more preference by the parent wishing to apply for a school place for their child (either within or outside the county).
- The deadline date for applications is **31 October 2027.** All completed SCAF's are to be returned directly to the relevant LA at the address on the SCAF, by the deadline date. Any SCAF's which are incorrectly returned to schools must be forwarded to the relevant LA to be submitted by the deadline. Forms returned to schools and not received by the relevant LA by **31 October 2027** will be treated as late applications.
- Each LA will send out an acknowledgement in receipt for each SCAF and all online applications. Applicants will be advised to contact the relevant LA if they have not received an acknowledgement within 15 school days of posting their paper application.
- On **1st March 2028** (Offer Day) if you applied online, you will be able to log into your portal account to view the outcome of the application. If you applied using the SCAF, letters will be posted out on Offer Day, so the decision letter will be received a few days after the Offer Day the **1st March 2028**. Unsuccessful applicants will be informed by the school of their position on the waiting list.
- Those children not offered places at higher preferences will be placed on a waiting list and informed of their right of appeal.
- Parents / carers must **accept or refuse** the offer of place by **15th March 2028.**
- Appeals will be logged 20 days from the date of refusal and heard within 40 school days of the deadline for logging appeals.

For further information and specific details for each area's Admissions Arrangements, please visit their Local Authorities webpage, details can be found under each school in the following pages.

3. Devizes School & 6th Form – Wiltshire

The Green, Devizes, Wiltshire, SN10 3AG – Telephone 01380 724886 / www.devizesschool.co.uk

The proposed admission limit of children aged 11 for the academic years commencing on **1st September 2028** will be 150 students.

All applications must be made through Wiltshire County Council (WCC) co-ordinated admissions scheme; full details of this can be found on their website at: www.wiltshire.gov.uk/schools-learning-admissions-online

Oversubscription criteria is applied when the number of applicants exceeds the number of available places. These criteria determine the order in which places are allocated to ensure a fair and transparent process.

Please be aware that meeting one or more of the oversubscription criteria does not guarantee a place at the school. When a school is oversubscribed, places are allocated in a strict order based on the published criteria. Even if a child qualifies under a high-priority category—such as having a sibling at the school or living nearby—they may still not be offered a place if there are more applicants in that category than available places. As a result, satisfying a particular criterion only increases the likelihood of admission rather than ensuring it.

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 Devizes School at the same time as he or she is due to be admitted.

Priority 3

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or b) the member of staff is recruited to fill a vacant post at the school 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 1.

Priority 4

Children living in the civil parishes of All Cannings, Bishops Cannings, Chirton, Devizes, Etchilampton, Roundway, Patney, Marden, Potterne, Poulshot, Rowde and Stert.

Priority 5

Any child attending a White Horse Federation Primary School at the time of application. (This applies to Wiltshire WHF Schools).
Please see table below for further details.

Priority 6

Children other than those falling in category 1-5 above

Decider

If there are more applicants who meet a criterion than there are places remaining, priority will be given within that criterion to children who live nearest to the school based on distances supplied by the LA and these will measure the straight-line distance using the Ordnance Survey eastings and northing for child's home address and the school. Those with the least distance will be given priority. In the event of there being equal distances the priority will be decided by casting lots (random allocation).

Wiltshire White Horse Federation Primary Schools

As part of the Federation, Devizes School & 6th Form also gives priority to those children attending a White Horse Federation Primary School within Wiltshire at the point of application. See below table:

Bowerhill Primary School	Forest & Sandridge Primary School	Larkhill Primary School
Seend Church of England Primary School	Shaw C of E Primary School	St Georges C of E Primary School
St Marys Broughton Gifford Primary School	The Manor C of E VE Primary School	Zouch Academy

At Age 16 and Over

If you wish to apply for Sixth Form at Devizes School & 6th Form, please visit: www.devizesschool.co.uk/sixth-form for further information.

*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).

4. Melksham Oak Community School – Wiltshire

Bowerhill, Melksham, Wiltshire, SN12 6QZ – Telephone 01225 792700 / office@melkshamoak.co.uk

www.melkshamoak.wilts.sch.uk

The proposed admission limit of children aged 11 for the academic years commencing on **1st September 2028** will be **210** students.

All applications must be made through WCC co-ordinated admissions scheme; full details of this can be found on their website at: www.wiltshire.gov.uk/schools-learning-admissions-online

Oversubscription criteria is applied when the number of applicants exceeds the number of available places. These criteria determine the order in which places are allocated to ensure a fair and transparent process.

Please be aware that meeting one or more of the oversubscription criteria does not guarantee a place at the school. When a school is oversubscribed, places are allocated in a strict order based on the published criteria. Even if a child qualifies under a high-priority category—such as having a sibling at the school or living nearby—they may still not be offered a place if there are more applicants in that category than available places. As a result, satisfying a particular criterion only increases the likelihood of admission rather than ensuring it.

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 Melksham Oak Community School at the same time as he or she is due to be admitted.

Priority 3

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or b) the member of staff is recruited to fill a vacant post at the school 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 1.

Priority 4

Any child attending a designated feeder school prioritised by:

a) Those living in the catchment area.
b) Those living outside the catchment area.

Please see below table for further details.

Priority 5

Children living within the Melksham Oak Community School catchment area not attending a designated feeder school.

Priority 6

Any child attending a White Horse Federation Primary School within Wiltshire (that is not already a feeder school) at the time of application. (This applies to Wiltshire WHF Schools, please see below list for further details).

Priority 7

Children other than those falling in category 1-6 above

Tiebreaker

If there are more applicants who meet a criterion than there are places remaining, priority will be given within that criterion to children who live nearest to the school based on distances supplied by the LA and these will measure the straight-line distance using the Ordnance Survey eastings and northing for child's home address and the school. Those with the least distance will be given priority. In the event of there being equal distances the priority will be decided by casting lots (random allocation).

Feeder Schools

We have a strong curriculum and sporting links with the following local Primary Schools and give priority to applications from children who attend them:

Priority will be given in Oversubscription criteria 4 to children who attend the following schools:

Aloeric Primary School	Bowerhill Primary School (WHF)	Forest and Sandridge CofE Primary School (WHF)
River Mead Primary School	Seend C of E VA Primary School (WHF)	Shaw CofE Primary School (WHF)
St George's C of E Primary (WHF)	St Mary's Broughton Gifford VC CofE Primary School (WHF)	The Manor CofE VC Primary School (WHF)

*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)

Wiltshire White Horse Federation Primary Schools

As part of the Federation, Melksham Oak Community School also gives priority to those children attending a White Horse Federation Primary School within Wiltshire at the point of application. See below table:

Bowerhill Primary School	Forest & Sandridge Primary School	Larkhill Primary School
Seend Church of England Primary School	Shaw C of E Primary School	St Georges C of E Primary School
St Marys Broughton Gifford Primary School	The Manor C of E VE Primary School	Zouch Academy

At Age 16 and Over

If you wish to apply for Sixth Form at Melksham Oak Community School, please see below link to school website for further information.

https://www.melkshamoak.wilts.sch.uk/sixth-form/overview

5. The Ridgeway School & 6th Form College – Swindon Borough Council (SBC)

Inverary Road, Wroughton, Swindon, Wilts, SN4 9DJ – Telephone 01793 846100 / office@ridgewayschool.co.uk

www.ridgewayschool.com

The proposed admission limit of children aged 11 for the academic years commencing on **1st September 2028** will be 270 students.

All applications must be made through Swindon Borough Council (SBC) agreed admissions scheme; full details of this can be found on their website at:

www.swindon.gov.uk/info/20071/school_places_and_admissions/424/secondary_school_places_and_admissions

Oversubscription criteria is applied when the number of applicants exceeds the number of available places. These criteria determine the order in which places are allocated to ensure a fair and transparent process.

Please be aware that meeting one or more of the oversubscription criteria does not guarantee a place at the school. When a school is oversubscribed, places are allocated in a strict order based on the published criteria. Even if a child qualifies under a high-priority category—such as having a sibling at the school or living nearby—they may still not be offered a place if there are more applicants in that category than available places. As a result, satisfying a particular criterion only increases the likelihood of admission rather than ensuring it.

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 Ridgeway School & Sixth Form College at the same time as he or she is due to be admitted.

Priority 3

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or b) the member of staff is recruited to fill a vacant post at the school 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 1.

Priority 4

Any child attending a designated feeder school that live within the catchment area.
See page 9 for listing of feeder schools.
Please see school's website for catchment area map.

Priority 5

Children living within Ridgeway catchment area not attending a designated feeder school.
Please see school's website for catchment area map.

Priority 6

Any child attending a designated feeder school that live outside of the catchment area.
See page 9 for listing of feeder schools.
Please see school's website for catchment area map.

Priority 7

Children attending a White Horse Federation Primary School within Swindon (that is not already a feeder school) at the point of application.
Please see below table for further details of WHF Swindon Primary Schools.

Priority 8

Children other than those falling into category 1-7 above

Decider

Priority within each category above will be determined by distance from the school to the home address.

Distance is measured as a straight line between the Local Land and Property Gazetteer point of the applicant's home address and the school and using SBC's computerised system. 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 that the Child Benefit is paid to will be taken as the child's home address. Evidence may be required in this instance.

If the direct distance measurement does not separate applicants, places will be offered by random allocation. The random process will be repeated, and any previous random order will be discarded. In the case of multiple births, the school will admit all children.

*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).

Feeder Schools

We have strong curriculum and sporting links with the following local Primary Schools and give priority to applications from children who attend them:

Priority will be given in oversubscription criteria 4 to children who attend the following schools:

Bishopstone CE Primary School	Broad Hinton CE Priority School
Chiseldon Primary Schools	East Wichel Primary School
Lawn Primary School	Wanborough Primary School
Wroughton Junior School	The Croft Primary School (WHF)

Swindon White Horse Federation Primary School's

As part of the Federation, Ridgeway School and Sixth Form also gives priority to those children attending a White Horse Federation Primary School within Swindon at the point of application as per oversubscription criteria 6.

Drove Primary School	Gorse Hill Primary School	Grange Junior School
Haydon Wick Primary School	Moredon Primary School	Mountford Manor Primary School
Rodbourne Cheney Primary School	Tregoze Primary School	The Croft Primary School
Haydonleigh Primary School	Peatmoor Community Primary School	Millbrook Primary School
Shawridge School	Wroughton Junior School	Oakhurst Community Primary School
Goddard Park Community Primary School	Southfield Junior School	

At Age 16 and Over

If you wish to apply for Ridgeway Sixth Form, please see below link to school website for further information.
The Ridgeway School & Sixth Form College

6. Whitelands Academy – Oxfordshire County Council (OCC)

Hexham Road, Bicester, Oxfordshire, OX26 1AY – Telephone 01869 716996 / admin@whitelandsacademy.org

www.whitelandsacademy.org

The proposed admission limit of children aged 11 for the academic years commencing on **1st September 2028** will be 120 students.

All applications must be made through Oxfordshire's Local Authority's agreed admissions scheme; full details of this can be found on their website at:
www.oxfordshire.gov.uk/residents/schools/apply-school-place

Oversubscription criteria is applied when the number of applicants exceeds the number of available places. These criteria determine the order in which places are allocated to ensure a fair and transparent process.

Please be aware that meeting one or more of the oversubscription criteria does not guarantee a place at the school. When a school is oversubscribed, places are allocated in a strict order based on the published criteria. Even if a child qualifies under a high-priority category—such as having a sibling at the school or living nearby—they may still not be offered a place if there are more applicants in that category than available places. As a result, satisfying a particular criterion only increases the likelihood of admission rather than ensuring it.

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 Whitelands Academy at the same time as he or she is due to be admitted.

Priority 3

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or b) the member of staff is recruited to fill a vacant post at the school 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 1.

Priority 4

Children living within the catchment area as shown on the catchment map. Children living on the boundary line will be considered to be living within the catchment area. Please see school's website for catchment area map.

Priority 5

Any child attending a White Horse Federation Primary School at the time of application. (This applies to Oxfordshire WHF Schools) Please see below table for further details.

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

Priority 6

Children other than those falling in category 1-5 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. 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

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 a multiple birth, 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 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).

7. Definitions and Details*

Students with Education, Health and Care Plan (EHCP)

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 (SEND) 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 who will be attending the preferred school at the time the applicant is admitted. A sibling includes:

- a brother or sister,
- half-brother or half-sister,
- adopted brother or sister,
- stepbrother or stepsister
- The child of the parent/carer's partner, where both children live permanently in the same family unit at the same address.

Sibling priority will be determined based on the information available at the time applications are ranked and places are allocated. Pupils who are in their final year of study at the school and are expected to leave before the applicant's admission date will not be considered under this criterion. Where a sibling is in Year 11, sibling priority will only be awarded where the sibling has a confirmed place in the school's sixth form before the date on which applications are ranked. Where the sibling of a child making the application is under assessment for an Education, Health and Care Plan (EHCP), they will be counted as a sibling from the date the school is named in the final EHCP.

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 address fall within areas shared by two or more schools.

Children of Staff

Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or b) the member of staff is recruited to fill a vacant post at the school 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 1.

Supplementary Information Form (SIF)

A Common Application Form (CAF) must be completed by all parents applying for admission to Year 7. All parents who list their preferred schools on the Local Authority/s CAF are regarded as having made a valid application. A Supplementary Information Form (SIF) is attached to this policy (Appendix 1) and must be completed for children applying under priority 3 of the admissions criteria.

Parents / Carers

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.

Late Applications

All applications received by the LA after the deadline date will be considered to be a late application. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

8. Admission of children outside their normal age group

The school considers carefully requests for admission outside a normal age group and decides based on the circumstances of each individual case. The circumstances may for example involve the exceptionally high level of ability of a child, or personal or medical circumstance that have necessitated a student missing all or part of a year of education. For further information, please see Appendix 2 for each LA's policies.

9. Waiting Lists

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be re-ordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

10. 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 procedures will be provided where a place at a TWHF school has been refused. Applicants should contact the Admissions Team at the relevant LA.

11. Applications at other times of the year (In-Year Applications)

For the academic year 2028/29, TWHF will delegate the consideration of In-Year Transfer Applications to the relevant LA's (Oxfordshire County Council – OCC, Reading School Admissions Team, Swindon Borough Council – SBC and Wiltshire LA School Admissions)

For further information and applications to be admitted to a WHF School outside the normal admissions round, please see Appendix 3 for links to each LA.

12. 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 and objection can be obtained from Oxfordshire County Council.

Appealing for a school place | Oxfordshire County Council

13. Admission of Pupils to St. Luke's Academy – Swindon Borough Council (SBC)*

Cricklade Road, Swindon, Wiltshire, SN2 – Telephone 01793 705566 / St Luke's Academy

Parents and carers seeking information regarding admissions to St Luke's Academy are advised to consult the details published on the Academy's website and/or Swindon Borough Council. Admission to St. Luke's Academy is referral only. All admissions arrangements specific to St Luke's Academy are set out online.

Appendix 1 - Supplementary Information Form

Admission to Secondary School 2028-29

This form should be completed if applying for consideration of a place in Year 7 for the 2028-29 academic year and wish to be considered under priority 3.

Any child of a member of staff who is employed at the school for which admission is being sought at the time the application for admission is submitted.

Please complete the following and return to: admissions@twhf.org.uk

WHF School Applying For:	
Name of child for which application is being made for:	
Date of Birth:	
Address:	
Name of Parent employed at the school:	
Capacity in which employed:	
Date employment began:	

Signed …….. **Date** ……

This form should be returned to the relevant school by **31st October 2027**.

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.

Office use only:	
Date Received:	
Criteria confirmed:	

Appendix 2 – 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

Swindon School Admissions (SBC)

Request for delayed admission application form | Swindon Borough Council

www.swindon.gov.uk/downloads/file/5081/request_for_delayed_admission_application_form

Wiltshire Council (WCC)

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 3 – 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)

https://www.oxfordshire.gov.uk/schools/apply-school-place/year-transfers/before-you-start

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

Reading School Admissions (Brighter Futures)

www.brighterfuturesforchildren.org/for-parents-carers/schools/in-year/

Swindon School Admissions

School admission arrangements - Admission arrangements for 2027 to 2028 | Swindon Borough Council

Wiltshire Council

www.wiltshire.gov.uk/schools-learning-admissions-online