

Admissions Policy 2027/28

TWHF Secondary Schools

Author:	Secondary Admissions Officer		
Owner:	Marketing & Admissions Manager		
Status:	DRAFT		
Determined Date:			
Version:	5		

TWHF Secondary Schools Admissions Policy 2027-28

1.	Table of Changes	3
2.	Admissions Procedures for Year 7 Entry - September 2027	4
3.	Devizes School & 6 th Form – Oversubscription Criteria	5
4.	Melksham Oak Community School – Oversubscription Criteria	6
5.	The Ridgeway School & 6 th Form - Oversubscription Criteria	8
6.	Whitelands Academy – Oversubscription Criteria	10
7.	Definitions and Details	12
8.	Admission of children outside their normal age group	12
9.	Waiting Lists	12
10.	Appeals	13
11.	Applications at other times of the year (In-Year Applications)	13
12.	Objections to these Admissions Arrangements	13
13.	Admission of Pupils to St. Luke’s Academy	14
Appendix 1 - Requirements for the Admission of Pupils to St. Luke’s Academy		16
Appendix 2 - Supplementary Information Form		17
Appendix 3 – Summer Born – Delayed and Deferred Admissions		18
Appendix 4 – Applications at other times of the Year (In Year Applications)		19

1. Table of Changes

Version	Date	Page Doc	Change	Change- Origin of change e.g. Change of Legislation, Policy review
5	26/11/25	Page 4	St Lukes Academy- Addition of St Lukes in TWHF Secondaries	Policy Review
		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
		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	St Lukes Academy- Addition of Admissions policy	Policy Review
4	15/10/24	Page 2,4,11,12,18,19	Removal of JMA	JMA to move to Greenshaw Learning Trust.
4	15/10/24	Page 16	Removal of link to Reading LA (Brighter Futures)	JMA to move to Greenshaw Learning Trust.

TWHF Secondary Admissions Policy for Admission 2027/2028

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 & 6 th Form – Wiltshire	150
Wiltshire	Melksham Oak Community School – Wiltshire	210
Swindon	The Ridgeway School & 6 th Form College – Swindon	270
Oxfordshire	Whitelands Academy – Oxfordshire	120
Swindon	St Lukes Academy- Swindon	PRU 84

2. Admissions Procedures for Year 7 – September 2027

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 2026** up until the deadline of **31 October 2026**
- 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 2026**. 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 2026** 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 2027 (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 2027**. 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 2027**.
- 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 2027** 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 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)

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 2.

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 on page 11 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 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

4. Melksham Oak Community School – Wiltshire

Bowerhill, Melksham, Wiltshire, SN12 6QZ – Telephone 01225 792700 / admin@melkshamoak.wilts.sch.uk
www.melkshamoak.wilts.sch.uk

The proposed admission limit of children aged 11 for the academic years commencing on **1st September 2027** 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 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)

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 2.

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:

Aloer 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 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)

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 Melksham Oak Community School, please see below link to school website for further information.

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

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

Inverary Road, Wroughton, Swindon, Wilts, SN4 9DJ – Telephone 01793 846100 / admin@ridgewayschool.com

www.ridgewayschool.com

The proposed admission limit of children aged 11 for the academic years commencing on **1st September 2027** 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 2.

Priority 4

Any child attending a designated feeder school that live within the catchment area.

See page 8 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 8 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 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)

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

At Age 16 and Over

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

www.ridgewayschool.com/6th-form/overview

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 2027** 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 2.

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 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 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. 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 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.

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 2.

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 2) and must be completed for children applying under priority 4 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 5 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 2027/28, 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 6 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 an 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)*

*Admission to St. Luke's Academy is referral only

Rationale

Precise admissions criteria, which clearly reflect the Academy's designation, are essential if the Academy is to fulfil a tenable role within the spectrum of offering successful provision for pupils with Special Educational Needs. Precise admissions criteria are also fundamental in ensuring that the Academy provides its pupils with their entitlement and meets their individual specific needs.

13.1 Aims

- 13.1.1 To clarify to all concerned the Academy's admissions and exit criteria;
- 13.1.2 To clarify to all concerned the nature and role of St. Luke's Academy;
- 13.1.3 To enable the Academy to work within a clear and tenable designation.

13.2 Important Principles & Guidelines

- 13.2.1 St. Luke's Academy primarily caters for pupils with complex social and emotional difficulties and functioning ASD pupils, who because of their additional needs:
 - Have the academic potential but on entry have difficulty in accessing the primary and secondary National Curriculum;
 - Present as having social, emotional and communication difficulties and a result learning difficulties;
 - Require structured additional support to develop social, emotional and independent skills.
- 13.2.2 St. Luke's Academy aims to help its pupils to progress to level of academic, social and emotional functioning that will enable them to live, learn and interact within their local community.
- 13.2.3 The academy environment contains steps and stairs. Any possible adaptations or arrangements that need to be made to provide physical access for pupils will be considered on an individual basis by the Governing Body prior to admission.
- 13.2.4 In order to be admitted to St. Luke's Academy, and thus benefit from the placement, pupils must fulfil the criteria set out in Section 3 "Admissions Criteria".
- 13.2.5 When a pupil meets the "Exit Criteria" set out in Section 4, the Academy will call a review of his/her EHCP of Educational Needs, under the 1996 Education Act. The focus of the review will be a transition plan that will enable the pupil to successfully continue their education in an alternative setting.
- 13.2.6 All pupils on entry to St. Luke's Academy will and must have an EHCP of Special Educational Needs.

13.3 Admissions Criteria

- 13.3.1 In order to be admitted to St. Luke's Academy pupil's attainment in the areas of the National Curriculum, independence, self-management/regulation and organisational skills must comply with the following criteria:
 - Pupils must have acquired some independence and organisational skills including:
 - Being able to carry out a sequence of simple self-care activities reliably e.g. changing for physical education, using the toilet appropriately, eating with peers, personal hygiene etc.
 - Identifying the resources required for familiar and routine activities e.g. wearing the correct uniform, taking the appropriate equipment to lessons etc.
 - Participating with others in carrying out tasks in familiar contexts.
- 13.3.2 Additionally, their needs will cause them to require provision that may include:
 - Access to trained, specialist staff
 - A personalised curriculum,
 - Individual teaching based on need,
 - A tightly structured school day,
 - Targeted social and emotional support,
 - An emotionally secure environment.
- 13.3.3 If St. Luke's Academy believes that the local authority has in any way acted in a manner that might jeopardise the overall safeguarding of the academy, in the performance of its statutory duties regarding admissions it will appeal to the secretary of state directly to ensure that all parties are safeguarded.

13.4 Financial

Pupils moving between Swindon special schools

A pupil moving between Swindon special schools will retain their Banding (this is based on the assessed needs of the pupil and the cost of meeting their needs in the educational setting). The new school would undertake an assessment of need and present its findings and Banding request. No more than a 12-week period should be allowed for a Banding request to be made by the new school.

Pupils moving back into Swindon Special schools from OOC schools

Top up funding or Banding (this is based on the assessed needs of the pupil and the cost of meeting their needs in the educational setting) to be agreed by SEN representative on basis of evidence provided. Banding to be agreed with Principal and Head of Swindon SEN prior to placement offer.

Pupils directly from OOC local authority

- An outline will be submitted to the local authority on request detailing costing
- Place funding will be paid by the sending district unless we receive written instructions from Swindon Borough Council that they are willing to allocate one of their commissioned places.
- Rates will need to be revisited annually to account for increases in costs as well as personalised support programmes that are added or concluded as the pupil's needs change.

13.5

St. Luke's Academy is unable to meet the needs of all learners who have a diagnosis or may present the following: (It is up to the Governing Body and Principal's discretion to assess need and match to the Academy's current provision/resources. The Academy must take reasonable steps to meet need where possible, Education Act 1996).

- Complex medical needs
- Levels of violence that would be detrimental to others
- Eating disorders
- Psychological disturbance
- Low functioning ASD
- Complex Neurological disorders
- Non-Verbal pupils
- Historical poor attendance and/or engagement
- SLD
- Significant criminal involvement

13.6

At St. Luke's Academy all pupils have a high degree of vulnerability. This could include:

- Emotional Vulnerability
- Social Vulnerability
- Sexual Vulnerability
- Physical Vulnerability

13.7

St. Luke's Academy has a strict admissions protocol and timetable which comes into operation once a place has been agreed (Reference Appendix 1 – Requirements for the Admission of Pupils to St. Luke's Academy). At this time a range of supporting documents are made available to allow a smooth transition into the academy and ensure that all needs can be met. These include:

- EHCP Synopsis
- Pen Picture
- Risk Assessment
- Accurate academic information including, baseline information and progress over time

13.8 Oversubscription Criteria

The Academy has an agreed admission number of 84 pupils

13.9 Fifteen Day Request for a Placement Procedure

St. Luke's Academy Funding agreement states:

Where the Local Authority intends to name St. Luke's Academy in a statement and have served a copy of the proposed EHCP (or amended statement) on the Academy Trust, the Academy Trust must respond to the Local Authority's proposal within 15 days.

The Academy Trust must consent to being named, except where:

- Admitting the child would be incompatible with the provision of efficient education for other children; and where no reasonable steps may be made to secure compatibility. In deciding whether a child's inclusion would be incompatible with the efficient education of other children, the Academy Trust must have regard to the relevant guidance issued by the Secretary of State to maintained schools.
- If the Academy Trust determines that admitting the child would be incompatible with the provision of efficient education, it must, within 15 days of receipt of the Local Authority's notice, notify the Local Authority in writing that it does not agree that the Academy should be named in the pupil's statement. Such notice must set out all the facts and matters the Academy relies upon in support of its contention that:
 - a) Admitting the child would be incompatible with efficiently educating other children;
 - b) The Academy Trust cannot take reasonable steps to secure this compatibility

13.10 Exit Criteria

13.10.1 When a pupil meets the following criteria:

- A level of social, emotional and behavioural functioning that would enable them to successfully access the curriculum within a mainstream school e.g. the ability to interact positively with peers and staff.

The Academy will automatically call a review of his/her EHCP of Special Educational Needs under the 1996 Educational Act, to draw up a plan that will enable the pupil to successfully continue their education in a mainstream setting.

13.10.2 When a pupil meets the following criteria:

- Is unable to consistently socially, emotionally or academically function within the Academy despite targeted personalised provision and the additional deployment of resources and/or the pupil becomes a significant health and safety concern.

The Academy will automatically call a review of his/her EHCP of Special Educational Needs under the 1996 Educational Act, to draw up a plan that will enable the pupil to continue their education in an alternative setting.

13.11 Equal Opportunities

The academy welcomes all applicants who meet the Admissions criteria regardless of age, ethnicity, gender, social circumstances, disability or sexuality.

This policy will be reviewed by the academy on an annual basis and otherwise as required.

Appendix 1 – Requirements for the Admission of Pupils to St. Luke’s Academy

General

1. This annex may be amended in writing at any time by agreement between the Secretary of State and the Academy Trust.
2. Except where paragraph 3 applies, the Academy Trust may not admit a child to the school unless an EHCP of SEN is maintained for that child and St. Luke’s Academy is named in the child's EHCP
3. The Academy Trust may admit a child without an EHCP to St. Luke’s Academy if:
 - i. he/she is admitted for the purposes of an assessment of his educational needs under section 323 of the Education Act 1996 and his admission to the Academy is with the agreement of the local authority, the Academy Trust, the child's parent and any person whose advice is to be sought in accordance with regulation 7 of the Education (Special Educational Needs) (England) (Consolidation) Regulations 2001;
 - ii. he/she remains admitted following an assessment under section 323 of the Education Act 1996; or
 - iii. he/she is admitted following a change in his circumstances, with the agreement of the local authority, the Academy Trust and the child's parents.
4. If a child without an EHCP has been admitted to St. Luke’s Academy for the purpose of an assessment, in accordance with paragraph 3;
 - i. the Academy Trust may allow the child to remain at that Academy;
 - ii. until the expiry of ten school days after the local authority serve a notice under section 325 of the Education Act 1996 that they do not propose to make an EHCP, or
 - iii. Until an EHCP is made.
5. Where the local authority intends to name St. Luke’s Academy in an EHCP and have served a copy of the proposed EHCP (or amended EHCP) on the Academy Trust, the Academy Trust must respond to the local authority's proposal within 15 days.
6. The Academy Trust must consent to being named, except where:
Admitting the child would be incompatible with the provision of efficient education for other children; and where no reasonable steps may be made to secure compatibility. In deciding whether a child's inclusion would be incompatible with the efficient education of other children, the Academy Trust must have regard to the relevant guidance issued by the Secretary of State to maintained schools.
7. If the Academy Trust determines that admitting the child would be incompatible with the provision of efficient education, it must, within 15 days of receipt of the local authority's notice, notify the local authority in writing that it does not agree that the Academy should be named in the pupil's EHCP. Such notice must set out all the facts and matters the Academy relies upon in support of its contention that:
 - (a) Admitting the child would be incompatible with efficiently educating other children;
 - (b) the Academy Trust cannot take reasonable steps to secure this compatibility.
8. Where a local authority maintains an EHCP for a child under section 324 of the Education Act 1996 and the name of St. Luke’s Academy is specified in that EHCP, the Academy Trust must admit that child to the Academy even if they consider that the Academy should not have been named in the child's EHCP.
9. Where the Academy Trust considers that the Academy should not have been named in a child's EHCP, they may ask the Secretary of State to determine that the local authority has acted unreasonably in naming the Academy and to make an order directing the authority to amend the child's EHCP by removing the name of the Academy. Where the Secretary of State makes an order to this effect, the Academy Trust will cease to be under an obligation to admit the child from the date of the Secretary of State's Order or from such date as the Secretary of State specifies. In specifying a date, the Secretary of State must take into account both the welfare of the child in question and the degree of difficulty caused to the Academy by the child's continued admission.
10. Where the Secretary of State determines that a local authority has acted reasonably in naming St. Luke’s Academy in a child's EHCP, the Academy Trust must continue to admit the child until the Academy ceases to be named in the EHCP.
11. Where the Academy Trust considers that there is a need to increase the planned capacity of the Academy, as stated at clause 17 of the Agreement, the Academy must seek approval of the Secretary of State and the requirements of this Agreement may be amended accordingly by agreement between the Secretary of State and the Academy Trust.

The First-Tier Tribunal (Special Educational Needs and Disabilities)

12. If a parent or guardian of a child in respect of whom an EHCP is maintained by a local authority appeals to the First-tier Tribunal (Special Educational Needs and Disability) either against the naming of the Academy in the child's EHCP or asking the Tribunal to name the Academy, the Academy Trust agrees to be bound by the decision of the Tribunal on any such appeal even if the decision is different to that of the Secretary of State under paragraph 7 or 8 above.
13. Where the Academy, the Secretary of State or the First tier Tribunal (Special Educational Needs and Disability) have determined that it should be named in a child's EHCP, the Academy Trust must admit the child to the Academy notwithstanding any provision of Annex B to this agreement.

Admission to Secondary School 2027-28

This form should be completed if applying for consideration of a place in Year 7 for the 2027-28 academic year and wish to be considered under priority 3.

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

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 2026**.

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 3 – 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)

[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 (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](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 4 – 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

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

www.swindon.gov.uk/downloads/file/8647/in_year_coordinated_scheme_2024-2025

Wiltshire Council

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