



Admissions Policy 2023/24 - Swindon Schools

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Status: **DETERMINED**
Determined Date: 28th February 2022

Admissions Policy Contents

Admissions Policy 2023/24

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Swindon Primary and Special Schools **Admissions Policy for Admission 2023-2024**

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

1. Timings of Admissions

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

2. Summer born Children

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

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

www.swindon.gov.uk/downloads/file/7779/delayed_and_deferred_admissions_policy

3. Timing of Applications

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

Important dates for admission to TWHF SCHOOLS in September 2023:

For Children Born between	1 st September 2018 and 31 st August 2019
01/09/2022	Applications can be made
15/01/2023	Deadline for on time applications
17/04/2023	Offers made to Swindon residents
28/04/2023	Deadline for parents to accept place

Late Applications

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

4. Published Admission Numbers (PAN)

The Published Admission number (PAN) applies to the relevant year group for Admission in September 2023-2024

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

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

5. Oversubscription Criteria

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

The oversubscription criteria are as follows:

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

Priority 1

A "looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (90) including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see the definition in Section 22(1) of the Children Act 1989)

90 An adoption order is an order under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders) A "child arrangements order" is an order settling the arrangements as to the person with whom the child is to 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)

Priority 2

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

Priority 3

Any child of a member of staff employed by The White Horse Federation for two or more years at the time of application for admission to the school is made, and/or who were recruited to fill a vacant post where there is a demonstrable skill shortage. The family unit must live within the Local Authority area for the school being applied for. This includes step children, fosters children and children of co-habiting partners. (Please complete Appendix 1 – supplementary information form)

Priority 4

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

Priority 5

Children other than those falling in category 1-4 above

Decider

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

Distance is measured as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school within each oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation.

Random Allocation

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

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

6. Definitions and Details

Students with Education, Health and Care Plan

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

Child Looked After

A “looked after child” or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (90) including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see the definition in Section 22(1) of the Children Act 1989)

Siblings

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

- Brother or sister
- Half brother or sister
- Adopted brother or sister
- Step brother 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 tie that the school is named on the final plan.

Multiple Births

If necessary, the school will admit over its PAN to accommodate siblings born at the same time (e.g. twins, triplets etc.) In such cases the school can admit over its PAN to accommodate such children. In the case of Infant Class Sizes (Reception, Year 1 and Year 2) class sizes must not contain more than 30 pupils with a single school teacher, however, additional children may be admitted in limited exceptional circumstances, and in accordance with the Schools Admissions Code, twins and children from multiple births are classed as “excepted pupils” to this legalisation. Therefore, if one child of a multiple birth is offered the last available space at the school (according to PAN), the offers will be made to all the children of that particular multiple birth. Those children would remain an exception to infant class size for the entire time they are in an infant class or until the class numbers fall back to the current infant class size limit.

Catchment area

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

Children of Staff

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

Supplementary Information Schools

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

Parents/Family Members

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

Home Address

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

7. Nurseries

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

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

School Name	Nursery Planned Admissions
Drove Primary School	104 (52 am and 52 pm)
Mountford Manor Primary School	30 am
Moredon Primary & Nursery School	32
Gorse Hill Primary School	110 (55 am and 55 pm)
Rodbourne Cheney Primary School	80 (40 am and 40 pm)

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

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

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

2-Year-Old Provision

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

School Name	Nursery Planned Admissions
Drove Primary School	16 (8 am and 8pm)
Mountford Manor Primary School	8 (am)
Rodbourne Cheney Primary School	32 (16 am and 16 pm)

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

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

For the academic year 2023/24, TWHF has delegated the consideration of In-Year Transfer Application to Swindon Borough Council (SBC). Applications to be admitted to a WHF School outside the normal admissions round can be made directly to SBC via this link:

www.swindon.gov.uk/info/20071/school_places_and_admissions/422/transferring_to_a_swindon_school

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

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

www.swindon.gov.uk/info/20071/school_places_and_admissions/705/school_admission_arrangements/4

9. Waiting Lists

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

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

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 procedure will be provided where a place at a TWHF school has been refused. Applicants should contact the Admissions Team, Swindon Borough Council.

11. Objections to these Admissions Arrangements

Objections to these admissions arrangements can be made to the Schools Adjudicator whose decision is binding and enforceable. Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator:

www.schoolsadjudicator.gov.uk

Appendix 1 - Supplementary Information Form

Applications for Admission to a WHF Primary School

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

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

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 completed and returned to the above email address by 15th January 2022 for Primary Admissions.

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

Office use only	
Date Received:	
Criteria Confirmed:	