

**Swindon Borough Council
School Admissions Co-ordinated Schemes
Academic Year 2019-20**

1. Introduction

In accordance with the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 Swindon Borough Council must formulate a scheme which outlines how it intends to manage admissions to all maintained schools¹ in its area and all admission authorities¹ must participate in this scheme. This scheme will apply where an applicant is resident within the Swindon Local Authority area.

Interpretation and Glossary

In this scheme –

“the LA” means Swindon Borough Council acting in their capacity as a Local (Education) Authority;

“the LA area” means the Borough of Swindon;

“Primary education” has the same meaning as in section 2(2) of the Education Act 1996;

“Primary school” has the same meaning as in section 5(2) of the Education Act 1996;

“Secondary education” has the same meaning as in section 2(2) of the Education Act 1996;

“Secondary school” has the same meaning as in section 5(2) of the Education Act 1996;

“school” means – a Community, Voluntary Aided, Voluntary Controlled, Trust School, Foundation School, Academy, University Technical College, Studio School or Free School

“admission authority” in relation to a Community or Voluntary controlled school means the LA and, in relation to an Academy, Foundation, Voluntary Aided or Free school means the governing body of that school;

“the specified year” means the school year beginning in September 2019

“admission arrangements” means the determined arrangements which govern the procedures and decision making for the purposes of admitting pupils to a school.

¹ References to schools in this scheme includes, community, voluntary controlled, voluntary aided, foundation or trust schools, academies, free schools and University Technical Colleges. All schools with the exception of community and voluntary controlled schools are their own admission authority.

2. Key Information for phased entry 2019-20

		Primary and Infant	Junior	Secondary	UTC
1.	Relevant Year Group	Reception (Yr 0)	Year 3	Year 7	Year 10
2.	For children born between	1 st September 2014 and 31 st August 2015	1 st September 2011 and 31 st August 2012	1 st September 2007 and 31 st August 2008	1 st September 2004 and 31 st August 2005
3.	Applications can be made from	1 st September 2018	1 st September 2018	1 st September 2018	1 st September 2017
4.	Maximum number of preferences	3	3	3	3
5.	Deadline for ontime applications	Tuesday 15 th January 2019	Tuesday 15 th January 2019	Wednesday 31 st October 2018	Wednesday 31 st October 2018
6.	Applications to be forwarded to other LA and Swindon admission authorities	Friday 15 th February 2019	Friday 15 th February 2019	Monday 3 rd December 2018	Monday 3 rd December 2018
7.	Ranked lists to be returned by Swindon admission authorities	Friday 15 th March 2019	Friday 15 th March 2019	Monday 14 th January 2019	Monday 14 th January 2019
8.	Deadline for proof and changes of address to be received	Friday 15 th March 2019	Friday 15 th March 2019	Monday 14 th January 2019	Monday 14 th January 2019
9.	Swindon LA to notify schools of offers made	Wednesday 3 rd April 2019	Wednesday 3 rd April 2019	Monday 14 th January 2019	Friday 15 th February 2019
10.	Offers made to Swindon residents	Tuesday 16 th April 2019	Tuesday 16 th April 2019	Friday 1 st March 2019	Friday 1 st March 2019
11.	Deadline for parents to accept place	Tuesday 30 th April 2019	Tuesday 30 th April 2019	Friday 15 th March 2019	Friday 15 th March 2019

Table 1

- 2.1. The primary and secondary co-ordinated scheme will apply to all admission authorities within the LA area in relation to children wishing to join the normal year of entry during the primary/infant phase, junior or secondary phase in Swindon for September 2019.
- 2.2. Table 1 indicates the following information for each phase
 - 2.2.1. Relevant Year Group
 - 2.2.2. The relevant dates of birth for the normal point of entry
 - 2.2.3. The maximum number of preferences which can be made
 - 2.2.4. The date from when applications can be made
 - 2.2.5. The deadline for on-time applications
 - 2.2.6. The date when the LA will forward applications to other LAs and Swindon Admission Authorities
 - 2.2.7. The date by which Swindon Admission Authorities are required to return the ranked list of applications
 - 2.2.8. The deadline for changes of address
 - 2.2.9. The date when the LA will forward details of those offered a place to Swindon schools
 - 2.2.10. The date that parents will be notified in writing of the offer made
 - 2.2.11. The deadline for parents to accept the school place.
- 2.3. In Swindon, children can start school at the earliest from the September following their fourth birthday. Full time provision will be made available in all reception classes for all relevant children from September 2019.
- 2.4. Parents can defer the date their child is admitted to school until later in the school year but not beyond the point at which they reach compulsory school age² or, for children born between 1 April and 31 August, not beyond the beginning of the final term of the school year for which the offer was made;
- 2.5. Parents can also request that their child takes up the place offered part time until the child reaches compulsory school age.

3. Making an application

- 3.1. Parents will be able to make an online application or apply using a hard copy application form. Online applications will be made directly to Swindon Borough Council as the LA. If an online application has been submitted, a written application is not necessary. The online facility will be available from 1 September 2018 up until the closing date indicated in **Table 1**.
- 3.2. There will be a standard form for written applications known as Swindon Local Authority (LA) Common Application Form used for the admission of pupils into the relevant year group.
- 3.3. Swindon Local Authority (LA) Common Application Form will be available for Swindon residents wishing to apply for a school place, either within or outside the Borough of Swindon.

² Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

- 3.4. Unless an online application has been made, the Swindon LA's Common Application Form must be used as a means of expressing one or more preferences by a parent wishing to apply for a school place for their child either within or outside the Borough of Swindon. The child must live in Swindon.
- 3.5. Parents will be asked to express no more than 3 preferences in ranked order for schools both within and outside the Swindon Borough with the opportunity to express reasons for their particular preferences.
- 3.6. Parents are required to submit one application only per child. Where the LA receive more than one application for the same child before the closing date (whether that is by means of hardcopy or online applications), the LA will only consider the latest submitted application and the other application will be discarded. If two late applications are received (after the closing date), the latest application by date will be the application considered.
- 3.7. Each preference will be considered equally. This means that Swindon LA will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference the LA will make an offer at the highest ranked preference school with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Swindon, the LA will allocate a place at the next nearest school with a place available. Please note that Catholic Schools in Swindon do not take part in this aspect of the scheme. The distance between the applicant's home and school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school with those living closest to school receiving higher priority.
- 3.8. The governing body of a Foundation, Voluntary Aided School, Academy or Free School can ask parents who have expressed a preference for their school on the Common Application Form, to provide additional information on a supplementary form only if the additional information is required in order to apply their oversubscription criteria to the application. Where a supplementary form is required it is the responsibility of the parent to complete the form and return to the school concerned.
- 3.9. Where a school receives a supplementary form it may not be regarded as a valid application unless the parent has also completed a Common Application Form which expressed a preference for that school. The Common Application Form or an online application must have been returned to the LA.
- 3.10. Swindon LA must receive the application by the deadline date indicated in Table 1 (Row 5)

4. Application Process

- 4.1 The LA will consider and process in the first instance those applications received before the closing date.
- 4.2 Applications received after the closing will be considered as late. Applications can be submitted after this date but they will be considered as late for the purposes of the co-ordinated scheme. This means they will be considered after all on time applications. The LA will endeavour to deal with late applications before the offer date, but it may not be possible to do this in every circumstance.
- 4.3 Swindon LA will have forwarded applications for schools in other LA's to the maintaining LA's and forwarded applications to other admission authorities with any supporting evidence the parent submitted by the date indicated in Table 1 (Row 6).
- 4.4 Foundation, Voluntary Aided Schools and Academies will apply their admissions criteria and send Swindon LA a list indicating the order in which all applicants have priority according to oversubscription criteria by the date indicated in Table 1 (Row 7).
- 4.5 Academies may choose to delegate the consideration of applications to the LA.
- 4.6 Swindon LA requires all evidence of changes in circumstances (e.g. proof of move / address) by the date indicated in Table 1 (Row 8).
- 4.7 Pupils with a statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) will be admitted to the school named on their statement or plan. Applications of children with a statement or EHCP are considered by the Special Educational Needs Assessment Team (SENAT Team). Once a statement or plan reaches the formal proposed stage, this scheme does not apply as any placement is finalised by SENAT.
- 4.8 The LA will apply the agreed scheme and all applications for Community and VC schools will be considered using the oversubscription criteria for Community Schools and those lists provided by Swindon authorities and other LA schools. The LA will offer the highest rank available as indicated on the parent's application. Swindon will then compare the lists for all schools in the area. Where a child qualifies for one of the available places at more than one school, Swindon will provisionally allocate a place at the school ranked highest by the parent in their application. The lists will be adjusted for any other school for which a preference was expressed, moving another child who was previously not eligible for a place up the list to the provisional place that has been vacated.
- 4.9 Swindon LA will inform other LA's of offers made to their residents
- 4.10 If a child resident in Swindon remains unplaced Swindon LA will consider how to place them in schools within the area. Swindon LA will then offer places at the nearest available school (measured in a straight line) with places when children remain unplaced.
- 4.11 Children who have been refused a place at all of their named preferences, will be offered a place at an alternative school (excluding Catholic Schools unless agreed with the school's governing body) with a place available
- 4.12 Swindon LA will then offer places to late applicants subject to the places available and oversubscription criteria.

- 4.13 Swindon schools will be informed by Swindon LA of the final results by the date indicated in Table 1 (Row 9).
- 4.14 Offers will be made to parents by Swindon LA, on the national offer day (or the next working day where the national date is on a weekend). This date is indicated in Table 1 (Row 10).
- 4.15 Those parents who have applied using the online system and have requested an email notification will be notified on the offer day. All offer letters will be sent on the offer day by second class post.
- 4.16 Those children refused places at higher preferences for Community or Voluntary Controlled schools will be placed on a waiting list and informed of their right of appeal.
- 4.17 Parents must accept or refuse the place offered by the deadline indicated in Table 1 (Row 11)
- 4.18 Appeals against the refusal of a place at a preferred school will be heard within 40 school days of the closing date for appeals to be lodged. A timetable for appeals will be published on the Swindon Borough Council website by 28th February of the relevant year of admission.

5. In-year admissions

- 5.1 If parents/carers decide to transfer their children during the academic year after the normal admissions round, this is referred to as an In Year Transfer. Parents/carers who wish to transfer their child/ren in year to a Swindon school they must complete an In Year Transfer Form and send this direct to the Local Authority's Admissions Team.
- 5.2 The LA has a coordinated In Year Admissions Scheme. All schools participate in this at the moment, although own admitting authority schools can opt out of this process.
- 5.3 This scheme ensures that all preferences are considered at the same time under equal preference and in process periods, which run every 30 days.
- 5.4 Please refer to the In Year Coordinated Admissions Scheme for more information.

6. Sampling of Admission Applications to detect suspected fraud

- 6.1. The LA reserves the right to undertake sampling of applications as and when it determines necessary. All parents should be aware of this and therefore ensure that the information they submit on their application form is correct. By signing the application form, or submitting the form online, the parent is confirming that the information they have provided is correct.
- 6.2. If the LA undertakes sampling of applications, it will write to parents to ask that they submit proof of their address. Evidence of proof of address will be checked and parent will need to submit at least 2 of the following:
 - Council Tax bill
 - Child Benefit letter
 - Child Tax Credit
 - Official Rental Agreement
 - Solicitor's letter (not older than one month).
 - Drivers Licence
 - Utility Bill
- 6.3 The LA may check the information given on the application form or the evidence submitted with other parties such as Council Tax or Electoral roll
- 6.4 If evidence is not submitted, or the evidence is not sufficient, then the LA will either not consider the application as an on time application, which may have implications for the child being allocated their preferred school, or it may withdraw the offer of a school place, whichever is appropriate depending on the time the sampling is done. If a parent applies for a school place falsely (using false information), they will lose all the preferences stated on the application form and the whole application will become invalid. The application would then be treated as a late application. (A fresh application would need to be made which would be treated as a late application and if a place is refused at the preferred schools, the parents would have right of an appeal against the refusal.)
- 6.5 If the LA finds that fraud has been committed and the child has already started at the school, there may also be consequences for any other sibling of that child who may not be able to start at the preferred school.
- 6.6 If the LA withdraws a place for a child on the suspicion of fraud, the place will be reallocated.

- 6.7 If parents or schools suspect someone has applied fraudulently they should contact the Council on the whistle blowing contact number of 01793 464603.

7. Definitions

Deferred admissions

Parents can request that the date that their child is admitted to school is deferred later in the academic year or until the term in which the child reaches compulsory school age. However, please note that the place must be taken up in the same academic year that it was originally offered and admission cannot be delayed beyond the statutory school start date. Notification of the intention to defer should be given directly to the school concerned as soon as possible once a place has been offered.

1st September 2014 and 31st December 2014

Admission will be September 2019 or can be deferred until January 2020

1st January 2015 and 31st March 2015

Admission will be September 2019 or can be deferred until January or April 2020

1st April 2015 and 31st August 2015

Admission will be September 2019 or can be deferred until January or April 2020

Delayed admissions

Parents can request that the date that their child is admitted to school is deferred later in the academic year or until the term in which the child reaches compulsory school age. However, please note that the place must be taken up in the same academic year that it was originally offered and admission cannot be delayed beyond the statutory school start date. Notification of the intention to defer should be given directly to the school concerned as soon as possible once a place has been offered.

Applications outside the Normal Age of Admission

Parents of gifted or talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside of their normal age group. Admission Authorities must make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group of the school.

Evidence will be required in these circumstances from a Senior Medical Consultant, Educational Psychologist and/or other relevant professionals. Swindon LA will carefully consider applications for children outside the normal age group, but for all year groups the decision will be made between the parents and the primary school based on the individual circumstances of each case.

In the instance that the child has not started school (or is not statutory school age), or it is before the child needs to apply for a school place, the LA may have discretion to decide whether the child would need to be put back an academic year on the circumstances outlined above. Evidence may be required in these circumstances from a Senior Medical Consultant and/or Educational Psychologist. This discretion would only be used in exceptional circumstances where it would have to be proved that it was in the child's interest to be put back an academic year. This may have already been picked up by the Special Educational Needs Assessment Team (SENAT) through the Early Years Panel.

Summer born children

A parent of a child born between 1st April and 31st August defined as “summer born” may request for the child to be admitted to a year group later than that of their natural cohort. The admission authority will take into consideration the individual circumstances of the case to determine whether the request can be granted. This may include but not be limited to include whether they were born prematurely, whether delayed social, emotional or physical development is adversely affecting their readiness for school, the possible impact of attending a year group which is not their natural cohort.

Evidence will be required to be able to assess the individual case from a Senior Medical Consultant, Educational Psychologist and/or other relevant professionals.

Where the request is granted, a place will not be allocated prior to the normal admissions round for the year of entry and the parent will be required to reapply during the admissions round in order to ensure that they are fairly considered against the admission criteria for the schools they wish to apply for.

Where a parent of a summer born child wishes to admit their child into a year group lower than that of their natural cohort, they should contact the Local Authority and schools concerned as soon as possible.

Relevant Age Group

The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.

Statement of Special Educational Needs (SEN)

A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child.

Education, Health and Care Plan

An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

Proof of Address

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

- A copy of your Council Tax Bill
- A solicitor's letter stating contracts have been exchanged and specifying a completion date
- A copy of the Child Tax Credit or Working Tax Credit award letter
- A signed and dated tenancy agreement plus proof of residency (e.g. copy of recent utility bill)

If parents fail to provide proof of a new address then, the LA will use the old address for admission purposes. If parents indicate they will be moving house, even if they provide the relevant proof of that address, they must move into that property by at least the end of the first term. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living in that address, the applications will be investigated and the place allocated may be withdrawn

Application Forms

Common Application Form

For the normal admissions round, a Common Application Form (CAF) must be completed by all parents applying for Admission for 2018-19. All parents who list their preferred schools on the LA's CAF are regarded to as having made a valid application.

In-year admission form

For in-year application forms the Swindon In-year application form must be completed by all parents applying for Admission applying to transfer during the 2018-19.

Supplementary forms

An additional supplementary form may be required by an Academy, Foundation or Voluntary Aided school who require additional information in order to consider the application, this is available from the school. This may be for in-year and normal admissions round.

Children from Overseas

Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have a right of abode in the country are entitled to apply for a place at a maintained school. The passport or visa should be made available for inspection before an offer of a school place can be made. Asylum Seekers should make available evidence of their right of abode as provided by the National Asylum Support Service.

During the normal admissions round applications on behalf of children currently living outside the UK will be considered, but until the children are resident in the country of their home address will be considered as being their place of residence outside the UK. Exceptions to this would be instances where the children are of parents returning from foreign postings such as UK service personnel and other crown servants as indicated above (including diplomats) who have been posted abroad on a fixed term contract and who are returning to live within the UK. Proof of future residency will be required if the application is made to an oversubscribed school.

For in-year applications, with the exception of UK service personnel as indicated above, applications for in-year places will only be accepted once the child is permanently resident within the country.

Duplicate Applications

The LA requires parents to submit one application only per child. Where the LA receive more than one application for the same child before the closing date (whether that is two hard copy applications, one online and one hard copy, or two online applications), the LA will only consider the latest submitted application and the other application will be discarded. If two late applications are received (after the closing date), the latest application by date will be the application considered.

Late applications

The closing date for applications is defined in Table 1. Applications can be submitted after this date but they will be considered as late for the purposes of the coordinated scheme. This means they will be considered after all the on time applications. The LA will endeavour to deal with late applications before the offer date, but it may not be possible to do this in every circumstance.

Preferences

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Swindon LA will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference the LA will make an offer at the highest ranked preference school with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Swindon, the LA will allocate a place at the next nearest school with a place, as measured as a straight line from the centre of the roof of the school to the centre of the roof of the child's home address.

The next nearest school with a place will relate to any maintained mainstream school, whether it be Community, Voluntary Aided, Voluntary Controlled, Foundation, Academy or Free School.

Change of preference

A parent may change their mind about the preferences they have made after the closing date indicated in Table 1, if they have a genuine reason for doing so, which may be that they are moving house. The Admissions Team would need any request to change a preference in writing from the parent. Any change in preference received after the deadline for ontime applications, regardless of the circumstance, will be considered as a late application.

Any evidence that is needed to accompany the change in preference would be required to be with the Admissions Team by the deadline for address changes in Table 1 (Row 8).

Parent/carer

This is defined as a person with parental responsibility (PR) or legal residency of the child. This could include a person who is not a parent but who has a Court Order giving parental responsibility to them.

Shared responsibility

Where two adults have shared responsibility for a child they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two applications from the adult with whom the child is living are received, the LA will ask parents to agree on the school applied for, or if that is not possible the LA will ask the parent to seek a Specific Issues Order through the Courts to gain the authority to make an application. In the absence of a parental agreement or either of the parents obtaining a Court order determining the issue, the LA will be required to decide which preference(s) to be recorded and this will be done by using the application made by the person who lives at the property where the child is resident at their home address (In reaching a decision on the address to use as the 'home address', evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered by the Admissions Manager in reaching a decision on the home address for admissions purposes.)

8. Swindon Schools

Primary, Infant and Junior Schools

School Name	Type of School
Abbey Meads Community Primary School	Community
Beechcroft Infant School	Community
Bishopstone CE Primary School	Voluntary Controlled
Bridlewood Primary School	Community
Brook Field Primary School	Community
Catherine Wayte Primary School	Community
Chiseldon Primary School	Community
Colebrook Infant Academy	Academy
Colebrook Junior School	Community
Covingham Park Primary School	Community
Drove Primary School	Academy
East Wichel Community Primary School	Community
Eastrop Infant Academy	Academy
Eldene Primary School	Community
Even Swindon Primary School	Community
Ferndale Community Primary School	Academy
Goddard Park Primary School Academy Trust	Academy
Gorse Hill School	Academy
Grange Infant School	Community
Grange Junior School	Community
Greenmeadow Primary School	Community
Haydon Wick Primary School	Academy
Haydonleigh Primary School	Community
Hazelwood Academy	Academy
Holy Cross Catholic Primary School	Academy
Holy Family Catholic Primary School	Academy
Holy Rood Catholic Primary School	Academy
King William Street CE Primary School	Academy
Lainesmead Primary School	Community
Lawn Primary School	Community
Lethbridge Primary School	Academy
Liden Primary School	Community
Millbrook Primary School	Academy
Moredon Primary School	Academy
Mountford Manor Primary School	Academy
Nythe Primary School	Community
Oakhurst Primary School	Community
Oaktree Primary School	Community
Oliver Tomkins CE Infant School	Voluntary Aided
Oliver Tomkins CE Junior School	Voluntary Aided
Orchid Vale Primary School	Community
Peatmoor Primary School	Academy
Red Oaks Primary School	Community
Robert Le Kyng Primary School	Community
Rodbourne Cheney Primary School	Academy
Ruskin Junior School	Academy
Seven Fields Primary School	Academy
Shaw Ridge Primary School	Academy
Southfield Junior School	Academy

South Marston CE Primary School	Academy
St Catherine's Catholic School	Academy
St Francis CE Primary School	Voluntary Aided
St Leonards' Primary Academy	Academy
St Mary's Catholic Primary School	Academy
Swindon Academy	Academy
Tadpole Farm Church of England Primary Academy	Academy
The Croft Primary School	Academy
Tregoze Primary School	Academy
Wanborough Primary School	Community
Westlea Primary School	Academy
Westrop Primary School	Community
Wroughton Infant School	Community
Wroughton Junior School	Community

Secondary Schools

School Name	Type of School
Lawn Manor Academy	Academy
Highworth Warneford School	Academy
Abbey Park School	Community
Kingsdown School	Academy
Lydiard Park Academy	Academy
Nova Hreod Academy	Academy
St Joseph's Catholic College	Academy
Swindon Academy	Academy
The Commonweal School	Academy
The Dorcan Academy	Academy
The Ridgeway School	Academy
University Technical College	University Technical College

Schools due to open in September 2019

The Deanery CE Academy (Secondary) (Diocese of Bristol Academies Trust)
 Badbury Park Primary School (Primary) (Academy – Blue Kite Trust)