

In-Year Coordinated Admissions Scheme - September 2018 & September 2019

This is the proposed policy for In Year Coordination for September 2018-19 and September 2019-20.

The main components of this are:

- Parents **MUST** apply for any school using an In-Year Transfer form expressing up to 3 preferences and this **must** be submitted to the Admissions Team at the Council.
- All applications will be considered under the Equal Preference Scheme (like allocation applications for the normal point of entry) and therefore all preferences will be considered at the same time. This will speed up the consideration of each application as every parent will have an offer / refusal on the entire application (all preferences).
- Under the Equal Preference Scheme, places will be offered to the highest preference possible.
- This Scheme can apply to **all** schools including VA, Foundation, Academy, Community, Free School and VC. The LA is the admitting authority for Community and VC schools and this scheme is applicable to these schools. Schools which are their own admitting authority are able to opt into the scheme otherwise all in-year admissions will be administered directly by them and will not be coordinated by the LA. At this time all schools have opted in. Any schools that inform the LA that they do not want to opt into the scheme will be published on the Council's website so that parents will be informed that they should apply directly to that school.
- This scheme only applies for children wishing to transfer to a Swindon School. If Swindon residents wish to apply for a place outside of Swindon they will need to apply to the school / or that Local Authority directly, and not through this system.
- Information regarding children's applications will be sent electronically via Egress. There will no longer be the need for the LA to scan or send paper applications to schools. This also allows for the opportunity for the LA to be able to send additional admissions information (relevant to the admission authority) with the applications / offers including the UPN number for example.
- All applications will be considered in process periods (batches) and not individually in preference order.
- As one of the peak times for in year admissions is September to October, and to ensure that we offer as many places before the October census, there are 3 offer dates during September to October. Thereafter, we propose that we offer places every 30 school days, which works out as one offer date per month. This ensures that clear dates are available to parents for when they need to submit their in year applications, and when offers will be made.
- Each process period has an open and close period within them in which the LA will receive applications. On each closing date any application must

be with the Admissions Team at Wat Tyler House by **12 noon** of that day for it be considered in that process period.

- If the school parents are applying for also need a supplementary form these are available on the Council's website and the LA will also send out supplementary forms if it has copies of these. However, these must be submitted at the same time as the application (or before the closing date) and if these are not submitted it may affect the rank of the application. It is preferable that supplementary forms are submitted to the school.
- The Admissions Team will send the applications received in each process period and waiting lists to own admitting authority schools, and those not buying into the LA's traded service, for them to rank in order of their oversubscription criteria, and send back to the LA within the required time limit.(dates in the calendar).
- Even if schools have space, they must not admit the child until they have completed the In-Year Transfer form and the application has been processed by the School Admissions Team, regardless of the circumstances. This is to ensure that the correct application is considered for any place available.
- All preferences are considered equally, at the same time, and the LA therefore ensures that the highest preference is offered wherever possible.
- On the offer dates, the LA will send all schools an electronic list of all the children offered a place at their schools, and for own admitting authority schools that do not buy into the LA's traded service, the LA will send the waiting lists.
- On the offer dates the LA will send out the offer letter via second class post, but own admitting authority schools may also send their own letter.
- Once the places have been offered, all schools will then have to undertake any investigative work that they deem necessary for that particular student, including obtaining the child's school records and history. No admissions should be held up waiting for this information.
- The Admissions Team will need up to date numbers for children in each year group for all schools on a regular basis to ensure that we can offer the correct number of places.
- As the LA is considering applications in process periods (batches), offers will be made for all year groups at all schools and therefore waiting list places will be offered at the same time, thus speeding up the process.
- For schools that are their own admitting authority and do not buy into the LA's traded service, the LA will need a copy of the schools waiting list for all year groups at the start of September for the LA to add into the first process period to ensure these children are considered for a place alongside any new applications.
- Parents should refer to each individual schools admissions policy with regards to how they hold waiting lists and for how long children are on waiting lists.
- If a child is offered a place at a lower preference, they will remain on the waiting list for any higher preferences.
- There will be very exceptional cases that can be considered outside of an process period, for instance Looked After Children, Children who are

subject to Domestic Violence and living at the Women's Refuge, Year 11 protocol children, and children with EHCP's.

- Children who are new to the Country or area and do not have a current school place in Swindon will continue to be offered an alternative school place to speed up the process of them being able to go to school. Schools that are their own admitting authority can opt out of this and all Catholic Schools in Swindon have chosen to do this.
- The Alternative school will be the next nearest school with a place available at that time.
- Parents cannot apply on line for In Year Admissions at this time. They must apply using the hard copy application form.
- If parents are making applications for more than one child, the LA will consider each application separately. If one child is offered a place it does not necessarily mean that the other child will also be offered a place as this depends on the number of places available. The application form does request that that parents inform the LA if they would like to be allocated places at one school for all children even if this means it is a lower preference.
- Places must be taken up at the offered school within 28 school days. After this date the place will be withdrawn.
- Schools must inform the LA as soon as a child starts at their school by completing a School Starter Form. Schools must inform the LA if a child has left the school, for any reason, via a School Leaver Form.
- Children will be expected to remain on roll at the current school (if it is a Swindon school) and attending there, whilst their transfer to another school is in progress, unless they are new to the Country or area.

In effect, the LA coordinates all in year applications, all 3 preferences will be considered at the same time, waiting list places will be offered at the same time, and places will be offered every 30 days apart from in September to October.

The calendar of dates for the process periods are advertised on the Council's website, along with the in-year scheme and the application form.