





School Admission Arrangements 2021-22, and Mainstream Home to School Transport Policy 2021-22

1. Privacy Statement



2. School Admission Arrangements - Community and Voluntary Controlled Schools

1. Do you agree with the Proposed School Admission Arrangements for 2021-22 for Community and Voluntary Controlled Schools?							
						Response Percent	Response Total
1	Yes					83.33%	5
2	No					16.67%	1
Analysis	Mean:	1.17	Std. Deviation:	0.37	Satisfaction Rate:	16.67	answered
	Variance:	0.14	Std. Error:	0.15			skipped
Comments: (1)							
1	11/12/2019 18:54 PM ID: 132423557	Haven't looked at them. I am here for the SEND transport policy.					

3. Coordinated Admissions Scheme

2. Do you agree with the proposed Coordinated Admissions Scheme for 2021-22?							
						Response Percent	Response Total
1	Yes					83.33%	5
2	No					16.67%	1
Analysis	Mean:	1.17	Std. Deviation:	0.37	Satisfaction Rate:	16.67	answered
	Variance:	0.14	Std. Error:	0.15			skipped

4. In Year Coordinated Admissions Scheme

3. Do you agree with the proposed In Year Coordinated Admissions Scheme for 2021-22?							
						Response Percent	Response Total
1	Yes					83.33%	5
2	No					16.67%	1
Analysis	Mean:	1.17	Std. Deviation:	0.37	Satisfaction Rate:	16.67	answered
	Variance:	0.14	Std. Error:	0.15			skipped

5. Mainstream Home to School Transport Policy 2021-22

4. Do you agree with the Mainstream Home to School Transport Policy for 2021-22?

							Response Percent	Response Total
1	Yes			<div></div>			100.00%	6
2	No						0.00%	0
Analysis	Mean:	1	Std. Deviation:	0	Satisfaction Rate:	0	answered	6
	Variance:	0	Std. Error:	0			skipped	0

7. Designated Transport Areas 2021-22

6. Do you agree with the Designated Transport Areas for 2021-22?

							Response Percent	Response Total
1	Yes			<div></div>			83.33%	5
2	No			<div></div>			16.67%	1
Analysis	Mean:	1.17	Std. Deviation:	0.37	Satisfaction Rate:	16.67	answered	6
	Variance:	0.14	Std. Error:	0.15			skipped	0
Comments: (1)								
1	11/12/2019 18:54 PM ID: 132423557		Didn't look only interested in the SEND travel policy.					

8. Respondent Details



7. Please tick the box that best describes you:

				Response Percent	Response Total
1	I am a parent / carer of a child at Primary, Infant or Junior School in Swindon			33.33%	2
2	I am parent / carer of a child at a Secondary School in Swindon			16.67%	1
3	I am a parent of a child in a School outside of Swindon			0.00%	0
4	I represent a Primary, Infant or Junior School in Swindon			50.00%	3
5	I represent a Secondary School in Swindon			0.00%	0
6	I represent a School outside of Swindon			0.00%	0
7	I am a Parish, Town or Ward Councillor for Swindon Borough			0.00%	0


7. Please tick the box that best describes you:

							Response Percent	Response Total
	Council							
8	other						0.00%	0
Analysis	Mean:	2.67	Std. Deviation:	1.37	Satisfaction Rate:	23.81	answered	6
	Variance:	1.89	Std. Error:	0.56			skipped	0

9. Do you consider yourself to have a disability?

							Response Percent	Response Total
1	Yes						16.67%	1
2	No						83.33%	5
Analysis	Mean:	1.83	Std. Deviation:	0.37	Satisfaction Rate:	83.33	answered	6
	Variance:	0.14	Std. Error:	0.15			skipped	0

10. What do you consider, best describes your ethnicity?

							Response Percent	Response Total
1	White British						100.00%	6
2	White European						0.00%	0
3	White Other						0.00%	0
4	Black African						0.00%	0
5	Black British						0.00%	0
6	Black Caribbean						0.00%	0
7	Black Other						0.00%	0
8	Asian Indian						0.00%	0
9	Asian Bangladeshi						0.00%	0
10	Asian British						0.00%	0
11	Asian Pakistani						0.00%	0
12	Asian Other						0.00%	0
13	Mixed White & Black Caribbean						0.00%	0
14	Mixed White & Asian						0.00%	0
15	Mixed White and Black African						0.00%	0
16	Mixed Other						0.00%	0
Analysis	Mean:	1	Std. Deviation:	0	Satisfaction Rate:	0	answered	6
	Variance:	0	Std. Error:	0			skipped	0

Response from St Joseph's Catholic College:

Comment	LA response
<p><i>Summer Born Children</i>- it is not clear who makes the decision on whether or not a summer born child is placed outside of the natural cohort. It is the decision of the admission authority</p>	<p>The proposed delayed and deferred admissions appendix (appendix 1 to the Coordinated Admissions Arrangements) is clear that the Admitting Authority for the school makes the final decision concerning a request to delay – Section 6 of this appendix clarifies this position.</p>
<p><i>Proposed in year coordinated scheme</i></p>	
<p>Point 1.1 and 1.2 it is not clear what process will be followed for if an (Other Admissions Authority) OAA opts out of the scheme. The key point is if the admissions team receive an application for an OAA outside of the scheme how and the timeframe in which this will be transferred.</p>	<p>Section 4 of the In Year Coordinated Scheme refers to Own Admitting Schools that have opted out of the scheme.</p> <p>In essence if an OAA opts out of the scheme there will be a separate Admissions Application form with 1 preference for parents to complete and send directly to the OAA school.</p> <p>We have added in information to the scheme to state that if the LA receives an application in error for a school that has opted out of the scheme, the LA will pass this on to the OAA as soon as possible or within 5 school days.</p>
<p>Para 2.5. The second sentence states that only information relevant to the application will be sent to schools. However, coincidentally para 2.4 of the School Admissions code states that supplementary forms must only request additional information that has a direct bearing on the decisions. This is because OAA's should have access to the information on the CAF including the applicants contact details.</p>	<p>Admission Authorities must only consider information that is relevant to the child gaining a place at the school, i.e. any information that is pertinent to the schools oversubscription criteria. Parent's names or contact details are not relevant to the allocation of a place as these details have no bearing on whether the child could be allocated a place at the school or not.</p> <p>2.4 of the School Admissions Code states' in some cases, admission authorities will need to ask for supplementary information forms in order to process applications. If they do so, they must only use supplementary forms that request additional information when it has a direct bearing on decisions <i>about oversubscription criteria</i> or for the purpose of selection by aptitude or ability.</p>

	<p>The School Admissions Code does not state that the LA must pass on all information that is on the application form, it must only pass on what is relevant to making the decision.</p> <p>However, the LA's new Admissions Portal, which will be available to all schools that are part of the In Year Coordinated Scheme, will allow schools to view the entire application (preferences for other schools exempt). For in year admissions this will not be available for schools that opt out because the portal is only available for applications made on line direct to the LA.</p>
<p>Para 2.7 It would be preferable that the proposed calendar of date was included as part of the consultation as it is impossible to feedback on any dates which are incompatible.</p>	<p>The LA develops the In Year Calendar of dates every year in consultation with all schools in the Borough that are part of the in year scheme and have taken into account schools requests to move dates where possible. The LA will continue to do this working with all schools in the Borough.</p>
<p>Para 2.10 This is contrary to advice received where OAA's must consider all information available at the time of consideration.</p>	<p>The advice to OAA schools with regards to Supplementary Information Forms (SIF's) and completion of the online admissions application, has always been that a valid application is one where the online admissions application is completed on time before the closing date. Some schools also require a SIF to be completed to gather additional information that is relevant to their oversubscription criteria. If the Admitting Authority requires a SIF, but a parent has only completed an application form, the school can only consider the information on the form. When the parent submits a SIF to the school, the school can reassess the application and if relevant could consider the application under higher / lower criteria. Admitting Authorities can only consider the information submitted at the time of the application form and by the closing date.</p>

Para 2.11 This paragraph may need to make a reference to the process if an OAA opts out of the coordinated scheme.	We have clarified this in section 2.11.
Para 3.7 OAA's are able to offer over PAN. Also for an OAA to rank all applications each cycle when there are no places available is a waste of resource.	<p>OAA schools are able to admit over the PAN and if a school was part of the in year scheme and wished to do so they could let the LA know this. This happens presently.</p> <p>Ranking the applications submitted to the school against the schools oversubscription criteria, means that the schools governing body has considered the applications and this means the application can be refused or offered a place. If no places are available, it ensures that the applications are refused and a refusal letter is sent out on behalf of the school as part of the in year scheme. It also ensures that the children are then placed on the waiting list according to that rank given. If no rank is given no refusal letter is sent, no place is therefore given on the waiting list for the school (if they have one) and no right of appeal is given. If schools are not ranking applications when there are no places available as part of the in year scheme the LA would question as to whether the school is considering the application and sending a refusal letter.</p>
Para 3.13 It is difficult to see how a place can be reserved and the College believes that this needs more consideration.	This is in the scheme to try to ensure that parents are given a school place that is closest to home, and to speed up the process for a parent that will need to apply for schools through the in year scheme, and then to schools directly that are not part of the scheme. The LA will ask the OAA if this can be reserved, but if this is not possible (perhaps due to the fact that the Governing Body meeting is not for some time) then the LA will advise the parent to make an application to the school directly.
Para 3.14 Currently OAA's are able to send out own offer letters too. Is there a reason for this change?	There is no change to this. OAA schools are still able to do this. This paragraph states that OAA must not send out an offer / refusal letter <i>until</i> the LA has sent formal written notification –

	as part of being in the in year scheme there is no need for an OAA to send a separate decision letter.
Para 3.15 What is the process if the child was living in another part of the UK?	We have clarified this in the policy.
Para 3.16 The second sentence states that a child should start at a school by a certain date. Can you clarify please if this is part of the withdrawal of a place process?	This is stated so that places at schools are not held for long periods of time, preventing other children from accessing them. Usually places are taken up immediately, but in the minority of cases this allows an admitting authority to define what is a reasonable amount of time for a parent to take up a school place.
Para 3.21 A small point but indicates that the LA will consider applications rather than LA and OAA's.	This is in relation to schools that are part of the in year scheme.
Para 3.22 Currently information on when a child leaves is included in the vacancy spreadsheet and to the EWO. Can it be clarified who needs to be informed and when by.	As stated in 3.22 the LA will need to be informed when a child has started / left the school via the Vacancy spreadsheet so that the information per school is correct and the correct number of places can be offered.
Para 4.2 The school admissions code does not provide for OAA's notifying the LA of in year applications on the day and could be difficult to manage if applications are received outside of normal working hours, by electronic means for example.	This has been amended to stated 'as soon as possible, but within 5 school days' to take account of this.
Para 4.3 The school admissions code does not require a copy of the letter to be provided to the Swindon admissions team but rather to notify of the application and provide the outcome.	Paragraph 2.22 of the School Admissions Code states: Own admission authority schools must , on receipt of an in-year application, notify the local authority of both the application and its outcome, to allow the local authority to keep up to date figures on the availability of places in the area. The admission authority must also inform parents of their right to appeal against the refusal of a place. Although the Code does not state that the form or copy of the decision letter should be sent to the LA, this information would enable the LA to have as much information as possible on the child in the area and to ensure that the parent has applied for a school place through the in year scheme as

	<p>well / at the same time to speed up the process and ensure the child is not out of school for more time than necessary. It would also enable the LA to speed up any other referral for example to Fair Access Panel etc. This is best practice and we would hope that the OAA school would cooperate and engage with the LA on this</p>
<p>Para 4.4 There is no obligation to provide details of the waiting list to the applicant.</p>	<p>This is not referred to in Section 4.4. However, if an OAA school holds a waiting list then it is good practice to advise parents of the practice of holding a waiting list, how it operates etc, in a decision letter especially if the child has been refused. Parents will then know to ask what position their child might be on the waiting list and can be better informed of their options</p>
<p>Para 4.5 Suggest that some further detail on how applications are shared.</p>	<p>This has been added to the scheme.</p>
<p>Para 4.6 There is no obligation in the code to provide the information on places on a certain date and it is difficult to agree to do this without the calendar being made available.</p>	<p>Whilst we appreciate there is no requirement in the Admissions Code to provide the information on numbers on a certain date, it is recognised by the DfE that LA's need this information to be able to advise parents.</p> <p>As all schools have been participating in the in year coordinated scheme since September 2017 and informing the LA of the number of places per year group on certain dates per month in the in year scheme, it is proposed that this practice continues as schools are familiar with this and it does not provide any additional burden to schools.</p> <p>It would also be useful to know when schools have their Admissions Panels / Governor meetings scheduled so that the LA can inform parents.</p>
<p>Para 4.8 similarly to the point on para 3.22, further clarity on the process would be welcomed.</p>	<p>In relation to school places the LA would like a list of all the number of places per year group against the schools PAN, via spreadsheet electronically. This is currently provided by all schools through the current in year process, and so is no additional</p>

	burden to schools.
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