



**In Year Coordinated School Admissions Scheme for
Reception to Year 11**

2021-22

In-Year Coordinated School Admissions Scheme - September 2021-22

- 1.1 The scheme covers admissions for entry to all Community and Voluntary Controlled, Academy, Free School, Voluntary Aided, and Foundation schools in Swindon outside the normal admissions rounds for children transferring between phases of education (see the Coordinated Admissions Scheme for more details) for entry to year groups Reception through Year 11 (inclusive).
- 1.2 An Own Admitting Authority School (OAA) may opt out of this scheme but must inform the LA in writing by the last working day in February 2020 so that details can be published in the Scheme and online by 15 March 2020. Any school that opts out would be doing so from 2021 and would need to consult on this in the normal way.
- 1.3 Any OAA school that has withdrawn from the Scheme must adhere to the requirements set out in Part 4 of this Scheme.
- 1.4 A list of OAA schools in Swindon that are not part of the Scheme will be published online by 15 March 2020 and as part of the determined Scheme.
- 1.5 Applications outside the normal round of admissions (see the Coordinated Admissions Scheme) will be referred to in the Scheme as “in-year applications”.
- 1.6 The Local Authority (LA) has delegated the responsibility for admissions to Sixth Form (Years 12 and/or 13) to schools to administer locally. Parents should apply direct to schools for Sixth Form places.
- 1.7 The LA will coordinate in-year admissions to all mainstream schools in Swindon that are part of the Scheme. Therefore, applications from both residents and non-residents of Swindon for places in schools in Swindon that are part of the Scheme must be made to the LA. 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
- 1.8 The Governing Bodies or Academy Committees of OAA schools that are part of the Scheme remain responsible for setting admission rules, applying them and determining the offer of places. The LA **will not** make admissions decisions on behalf of OAA schools.

2. The Application:

- 2.1 Parents must apply online using the Swindon Borough Council's online system at https://www.swindon.gov.uk/info/20071/school_places_and_admissions/422/changing_or_transferring_to_a_swindon_school . Parents can also apply using a paper form if they cannot complete the online form.
- 2.2 Parents will be able to request a maximum of 3 preferences on their application. These preferences can be for any mainstream school in Swindon that is part of the Scheme.

- 2.3 If parents are moving into Swindon they will need to provide proof of their address (see definitions below) and submit this at the time they submit their application. The Admissions Team will need the proof of address by the closing date. If the evidence is not provided the application will be considered on the current address and this may impact the consideration of the application in terms of the oversubscription criteria.
- 2.4 All applications will be considered under the Equal Preference Scheme and therefore all preferences will be considered at the same time. This speeds up the consideration of each application as every parent will have an offer / refusal on the entire application (all 3 preferences). Under the Equal Preference Scheme, places will be offered to the highest preference possible
- 2.5 Information regarding children's applications will be sent electronically to schools. This is only information that is relevant to the consideration of the application.
- 2.6 All applications will be considered in process periods (batches) and not individually in preference order. The process periods will run every 25-30 school days. If possible the LA will offer places every 20 school days but this is dependent on the support of I.T.
- 2.7 An in year calendar of dates will be published on the Council's website to show when each process period is open, closed and when places will be offered and parents notified.
- 2.8 Each process period has an open and close date, and within this period the LA will receive applications. On each closing date any application must be submitted online by **12 noon** of that day for it be considered in that process period.
- 2.9 Some OOA schools require parents to also complete a Supplementary Information Form (SIF) in order to find out what criteria the child would come under e.g. if they are Baptised Catholic.
- 2.10 The SIF is available on the Council's website and on the schools website. However, the SIF must be submitted at the same time as the application (or before the closing date). If these are not submitted it may affect the rank of the application.
- 2.11 Supplementary forms must be submitted directly to the school. Please note that a Supplementary Form alone is not an application for a school place, parents must have also completed an online admissions application. Please note this is only relevant to OAA that are in the in year scheme.
- 2.12 The Admissions Team will send the applications received in each process period to the OOA school, and those not buying into the LA's traded service, for them to rank in order of their oversubscription criteria, and to send back to the LA within the required time limit.
- 2.13 Even if schools have space, they must not admit the child until they have completed an in year application online and the application has been processed by the School Admissions Team. This is to ensure that the correct application is considered for any place available.

3. Processing Applications and Offering Places

- 3.1 When reaching an admissions decision, Admissions Authorities **must** comply with Paragraph 2.7 of the 2014 School Admissions Code which states that the decision must not be made by one individual. For mainstream OAA schools whether they are part of the Scheme or not, the decision must be made by the whole Governing Body or Admissions Committee or all Directors or an admissions committee established to make the decisions.
- 3.2 For schools that are their own OAA and have not bought into the LA's traded service, details of the preference for a mainstream OAA school that is part of the Scheme will be forwarded by the LA to the school concerned so that a decision can be made by the Admissions Authority. The Admissions Authority will then be responsible for determining whether a place can be offered and for notifying the LA of the outcome of the preference within the timeframe specified in the calendar of dates.
- 3.3 OAA schools that have not bought into the LA's traded service, will hold admissions meetings as necessary (see 3.1 above) to ensure that the timescales set within the Scheme can be met. The Department for Education (DfE) advises that decisions of this kind can be taken by a minimum of two appointed representatives (Governors or Directors) and the meeting can be virtual (but must be in accordance with the schools governance policy).
- 3.4 When considering whether a place is available the decision will normally be made on the basis of whether the number on roll in the particular year group is less than the Published Admission Number (PAN) for the particular school and/or the PAN number for the school when that year group started at the school in the year of entry (if different).
- 3.5 If there are places available in the relevant year group and the number of applications is fewer than the number of available places, the Admissions Authority (which may be the LA or the LA acting on behalf of the mainstream OAA school that has asked the LA to act as its agent and process applications on its behalf) **must** comply with Paragraph 2.8 of the 2014 School Admissions Code and offer a place to every child who has applied for one.
- 3.6 If there are places available in the relevant year group but the number of applications exceeds the number of available places, the Admissions Authority (which may be the LA or the LA acting on behalf of a mainstream OAA school) **must** decide to whom the place or places are to be offered by prioritising the applications according to the determined and published over-subscription criteria.
- 3.7 If there are no places available in the relevant year group, the Admissions Authority (which may be the LA or the LA acting on behalf of the mainstream OAA school) **must** prioritise the applications according to the determined and published oversubscription criteria.
- 3.8 Where the LA is the Admitting Authority or is acting on behalf of the OAA, the LA will apply the oversubscription criteria determined and published for that school to determine which children should be offered a place as set out in 3.6 to 3.7 above.

- 3.9 On the offer dates specified in the In Year Calendar, the LA will send all schools an electronic list of all the children offered a place at their schools. On the parent notified dates, the LA will send out the offer of a place via email.
- 3.10 Where the LA processes an in-year application and it is not possible for a place to be offered at any of the preferred schools requested by the parent on the application, and the child is resident in Swindon and is attending a Swindon School or is Home Educated, the LA will not offer an alternative school place.
- 3.11 Where the LA processes an in-year application and it is not possible for a place to be offered at any of the preferred schools requested by the parent on the application, and the child is resident in Swindon and the child has no school place (is out of school), the LA will determine the nearest school within a reasonable distance that has a place available.
- 3.12 The Alternative school will be the next nearest school with a place available at that time.
- 3.13 If the nearest school within a reasonable distance that has a place available (see 3.11) is a mainstream OAA school that is not part of the Scheme, the LA will notify the parent that the nearest school within a reasonable distance that has a place available is a school that is not part of the Scheme and advise the parent to make a direct application for a place at that school.
- 3.14 For all schools that are part of the Scheme, the LA will send formal written notification of the offer and/or refusal. Individual schools **must not** contact the parent in writing or by any other method until the LA has sent formal written notification.
- 3.15 If the child lives in England but outside Swindon, the LA will notify the current home LA that a place has been offered at a Swindon school (or an application was made for a place at a Swindon school(s) and no place was offered).
- 3.16 An offer of a school place will normally be available for no longer than 28 school days from the date on which the offer is made.
- 3.17 The School Admissions Team will require up to date numbers for children in each year group for all schools on a regular basis to ensure that the correct number of places can be offered. Schools must provide this on the dates specified in the in year calendar.
- 3.18 If a place is refused at a school in any year group, the child will be placed on the waiting list for the school, if they hold one. 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.
- 3.19 If a child is offered a place at a lower preference, they will remain on the waiting list for any higher preferences.

- 3.20 There will be very exceptional cases that can be considered outside of a process period, for instance Looked After Children (LAC), Children who are subject to Domestic Violence and living at the Women's Refuge / or appropriate alternative, Year 11 protocol children, and Asylum Seekers or Refugees. LAC applications will be processed within 5 school days.
- 3.21 If parents are making applications for more than one child, the LA (or OAA schools) 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 specify if they would like to be allocated places at one school for all children even if this means it is a lower preference.
- 3.22 All schools within the Scheme must inform the LA as soon as a child starts or leaves their school by via the Vacancy Spreadsheet sent to the LA.
- 3.23 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.

4. Requirements on state-funded mainstream OAA schools that are not part of the Scheme

- 4.1 If parents are applying for a school place at a school that has opted out of the in year coordinated scheme, the parent must complete a separate application form, available on the Council's website and on the schools website directly. This must be sent to the school directly and not the LA. If the LA does receive any application for OAA schools that are not part of the scheme the LA will pass these on to the school as soon as possible, within 5 school days.
- 4.2 There is a legal requirement for schools to notify the LA of any in-year application submitted to them and its outcome. Mainstream OAA schools that are not part of the Scheme must comply with this legal requirement.
- 4.3 The OAA school should notify the LA of any in- year application on the day it is received by the school if possible, but within 5 school days at the latest. The OAA should send the application to the Admissions Officer for the School at the LA at schooladmissions@swindon.gov.uk
- 4.4 The OAA should also send a copy of the decision letter, once the application has been considered by the Governing body, to the Admissions Officer for the School at the LA at schooladmissions@swindon.gov.uk
- 4.5 Mainstream OAA schools that are not part of the Scheme must send a formal written notification to the parent of the outcome of the application. Where an offer is made, the school must specify a date by when the child should join the school. This start date *should* not be more than 28 school days after the date of the offer. If a place cannot be offered, the school must provide details of its Waiting List.

4.6 If a place cannot be offered, the school must inform the parent of their right to a school admissions appeal and how they can lodge such an appeal. If a place cannot be offered, and the child is resident in Swindon and has no school place (is out of school), the school should provide a copy of the original application and the formal written notification without delay, so that the LA can determine the nearest school within a reasonable distance that has a place available. This should be sent to admissions@swindon.gov.uk

4.7 The LA needs correct information about where places are available. Therefore, all mainstream schools in Swindon **must** regularly update the LA about the number of children on roll in each year group and/or the number of places available in each year group. Schools that are not part of the Scheme **must** provide this information on the dates listed in the In Year Calendar.

4.8 If the LA does not receive the information in 4.4 above, the LA will contact the individual school in the first instance to try to resolve the issue. The LA will also report non-compliance that has not been resolved in its annual report to the Office of the Schools Adjudicator.

4.9 All schools in Swindon **must** inform the LA when a child leaves the school for any circumstances i.e if they have moved to another Swindon School or if they have moved away. The school must also advise the LA when children have started at their school.

5. School Admission Appeals

5.1 For all mainstream schools that are part of the Scheme, the LA will provide parents with details when sending the formal written notification of how to lodge a school admissions appeal where a place could not be offered that was listed as a higher preference on the application than the school offered.

5.2 Appeals for all Community and Voluntary Controlled schools in Swindon are handled by the Appeals Clerk, Democratic Services department of Swindon Borough Council, which is separate to the School Admissions Team. Parents will receive information about the online appeals process available at:

https://www.swindon.gov.uk/info/20071/school_places_and_admissions/973/school_admission_appeals

5.3 Some mainstream OAA schools in Swindon that are part of the Scheme have purchased the school appeals service offered by the Appeals Clerk Services and parents will receive information about the appeals process available if they have been refused a place through the Scheme.

6. Glossary and Definition of Key terms

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 school” has the same meaning as in section 5(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
- “Own admission authority”(OAA) 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 2020
- “admission arrangements” means the determined arrangements which govern the procedures and decision making for the purposes of admitting pupils to a school.

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 may be required in these circumstances from a Senior Medical Consultant, Educational Psychologist and/or other relevant professionals.

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 Admitting Authority for the school (LA for maintained schools or Governing Body of the School) 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. This may have already been considered by the Special Educational Needs Assessment Team (SENAT) through the Early Years Panel.

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

Applications

In-year admission application

For in-year applications, all parents applying for Admission applying to transfer during the 2021-22 must complete the online Swindon In-year application form. Paper forms are also available for those unable to apply online.

Supplementary Information Forms

An additional supplementary information form (SIF) 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.

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, the LA will only consider the latest submitted application and the other application will be discarded.

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.

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 (excluding Catholic Schools and schools that are not part of this scheme, unless agreed with the school's governing body).

7. Schools that are not part of this Scheme for 2021-22:

To be inserted once the LA has been informed

