

## School Admission Arrangements

### PRIMARY CO-ORDINATED SCHEME 2010/2011

Swindon Borough Council's co-ordinated scheme for admission to primary/infant and junior schools for September 2010:

- Swindon Local Authority (LA) common application form will be for parents wishing to apply to schools maintained by Swindon LA.
- Parents will be asked to express no more than 3 preferences in ranked order for schools within the Borough of Swindon with the opportunity to express reasons for their particular preferences.
- Swindon LA must receive applications by **6<sup>th</sup> November 2009**.
- By **4<sup>th</sup> December 2009** Swindon LA will have forwarded applications to other admission authorities within Swindon and any supporting evidence the parent submitted.
- By **22<sup>nd</sup> January 2010** Foundation and Voluntary Aided schools will apply their admissions criteria and send Swindon a list indicating the order in which all children applying have priority according to oversubscription criteria. Swindon LA requires all evidence of changes in circumstances (e.g. proof of move / address) by this date.
- Swindon will apply the agreed scheme and all applications will be considered using the oversubscription criteria for Community and Voluntary Controlled Schools. 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.
- 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.

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- Swindon LA will then offer places to late applicants.
- Schools informed by Swindon LA of the final results, by 5<sup>th</sup> February 2010.
- Offers made to parents by Swindon LA, including offers to parents living in other LAs by **12<sup>th</sup> February 2010**.
- Those children refused places at higher preferences for community or voluntary controlled school will be placed on a waiting list and informed of their right of appeal.
- **26<sup>th</sup> February 2010** will be the deadline for parents or carers to accept or refuse the offer of a place.
- Appeals will be heard within 40 school days of the closing date for appeals to be lodged.

A child whose parents defer entry until September 2011 will start school in their statutory year group. This will mean that children can start an academic year later than other children in the same class.

Parents are under no obligation to send their child to school before the beginning of the term after their fifth birthday but they must have registered their child at school before the closing date for primary applications on 6<sup>th</sup> November 2009. If a child is offered a place in a school, the place will be kept open for the child during that academic year.

### **Date of Birth Start Date**

Date of birth between 1<sup>st</sup> September 2005 and 31<sup>st</sup> December 2005  
Admission will be September 2010 or can be delayed until January 2011

Date of birth between 1<sup>st</sup> January 2006 and 31<sup>st</sup> March 2006  
Admission will be September 2010 or can be delayed until January or April 2011

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Date of birth between 1<sup>st</sup> April 2006 and 31<sup>st</sup> August 2006

Admission will be September 2010 or can be delayed until January or April 2011

### Over-Subscriptions Criteria

A child who has a statement of special educational needs is required to be admitted to the school named on the child's statement.

- 1 A child in the care of a local authority or provided with accommodation by that authority as defined by Section 22 of the Children Act 1989;
- 2 Any child who has a sibling attending the preferred school at the same time as he or she is due to be admitted;
- 3 Any child living within the school's catchment area;
- 4 Any child not living in the school's catchment area.

### DECIDER

In all cases where schools are oversubscribed, distance measured as a straight-line from the centre point of the rooftop of the home address to the centre point of the rooftop of the school will be used to prioritise applications within individual oversubscription criteria. If the direct distance measurement does not separate applicants, places will be offered by random allocation. The random process will be repeated and any previous random order will be discarded. In the case of multiple births the Local Authority will direct the preferred school to admit all children

### **Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for the whom the school place is sought is living in the same family unit at the same address as that sibling.

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### **Distance**

Distance will be measured in a straight line from the centre point of the rooftop of the child's home address to the centre point of the rooftop of the school, using the Local Authority's computerised system, with those living closest to the school receiving higher priority. The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. Where a child has a joint address, then the address that the child benefit is paid to will be taken as the child's home address. Evidence may be required in this instance.

### **Additional / Supplementary Forms**

A Common Application Form must be completed by all parents applying for admission for 2010-11. All parents who list their preferred schools on the Local Authority's Common Application Form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for Foundation or Voluntary Aided Schools.

### **Parents/ Family Members**

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

### **Waiting Lists**

Waiting lists will be maintained for all Community and Voluntary Controlled schools for the initial point of entry until the end of that academic year. For the September 2010 intake this will be from 12<sup>th</sup> February 2010 (Primary offer date) for Reception until 31<sup>st</sup> August 2011. For all other year groups (Years 1 - 6) the waiting list will be discarded on the 31<sup>st</sup> August 2010 and new applications will be invited from the 1<sup>st</sup> September 2010.

All parents/carers of those existing in-year applications (Year 1-6, 8-11) that are currently on Community or Voluntary controlled Schools waiting lists, will be written to in June 2010 advising that the current waiting list will cease to exist from 31<sup>st</sup> August 2010. However, they will also be invited and given the opportunity to submit a fresh application if they wish their child to remain on the waiting list for the 2010-11 academic year.

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Placement will be determined by applying the oversubscription criteria published in the Admissions Guide. 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.

Waiting lists for Foundation and Voluntary Aided Schools are outlined in the individual schools admission arrangements.

Placing a child's name on a waiting list does not affect the parents right of appeal against an unsuccessful application.

Parents may only apply and appeal once per school per academic year. The LA may wish to consider a fresh application if there is a significant and material change in circumstances of the parent, child or school since the original application was made. An example of this may be that the family have moved house.

### **Late Applications**

The closing date for applications is 6<sup>th</sup> November 2009. Applications can be submitted after this date but they will be considered as late for the purposes of the coordinated scheme. 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.

### **Change of Preference**

A parent may change their mind about the preferences they have made after the closing date of 6th November 2009, 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 preference in writing from the parent. Any change in preference received after the 6<sup>th</sup> November, 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 22<sup>nd</sup> January 2010.

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### Applications Outside the Normal Age Group

Swindon LA will accept applications from parents seeking a place for their child outside their normal age group for gifted and talented children, or those who have experienced problems or missed education due to ill health. Swindon LA will carefully consider applications for children outside the normal age group and decisions will be made between the parents and the primary school based on the individual circumstances of each case.

### Applications after the normal admission round

There is an in year transfer form for pupils wishing to transfer schools after the normal admissions round, or for years other than the normal year of entry. All applications will be considered against the oversubscription criteria. Information on applications stating preferences for Foundation and Voluntary Aided Schools will be passed to the governing body of the school, which is its admitting authority. Parents applying for places in an oversubscribed school will be informed of their right of appeal.

### Admissions timetable

Application form submitted to LA.



Application form sent to preferred school.



Admissions Team acknowledge the application form in writing. The parent and current school are informed.  
School can contact Parent/previous School to arrange visit and further information.

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The understanding is that requested information or a meeting had no bearing on the decision to admit a child and any change has to comply with the new guidelines.



Start date agreed between school and parent according to the admissions timetable. A signed and completed form is returned to the Admissions Team.



Current school informed that a transfer would take place.



Child starts on roll.

Children will be admitted at the start of each of the 6 terms throughout the year. There will be a two-week admission window at the beginning of every term. Applications to transfer mid-term that are made after the two-week admission window to the end of the next will be considered up to stage 3 of the above cycle, but not admitted until the next admissions window opens.

This option will allow the co-ordinated transfer of children during the two-week admission window at the beginning of every term. Children will be expected to remain on roll at the current school whilst the transfer is in progress. There will need to be the opportunity to admit children at any point during the term if exceptional circumstances dictate.

All places must be offered in order of the date the application form is received. If two forms are received on the same day the oversubscription criteria for the relevant academic year will be applied.

All applicants who are refused Community and Voluntary Controlled Schools will be placed on a waiting list and offered the right to appeal to an independent appeal panel. All waiting lists will be constructed according to the oversubscription criteria published in the 'Admissions Guide' for the relevant academic year.

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When a place becomes available the school is informed of the next child on the waiting list and the process will begin as above.