

Secondary School Admissions Guide for September 2024

Closing date: 31 October 2023



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Dear Parent / Carer

Welcome to the Swindon School Admission Service. I am delighted to introduce the new Secondary Admission Guide for 2024-2025. Swindon Borough Council is committed to working in partnership with schools and parents/carers to achieve the best outcome for Swindon children and young people. Securing a school place is important to us to help achieve this.

This booklet has been produced to make the admission's process easy to understand. The information is intended to help parents/carers of children who are due to start a secondary school for the first time in September 2024. It provides information about all Swindon Secondary Schools and about transferring to the University Technical College (Year 10) which the Local Authority no longer coordinates. The information in this guide will help you make informed decisions about the schools you wish to apply for, for your child. It outlines the arrangements for offering children places at Swindon schools and provides other information about education admissions and education in Swindon, which I hope you find helpful.

All Swindon schools welcome enquiries and Head Teachers will be happy to make arrangements for you to visit their schools. Seeing a school at work will give you a much clearer picture of the expectations of the children and its approach to partnership with parents and the community it serves. To gain a full and clear picture of the schools you are considering, I do suggest you visit before making your preferences.

This will help to ensure that you find a place for your child where they will be happy and able to get the best from their education.

Go to www.swindon.gov.uk/secondarieschoolplaces and follow the steps to applying for your child's place. This system will be available 24 hours a day, 7 days a week. You can make changes to your application right up to the closing date of 31st October 2023 and you will receive an automatic email response to confirm the status of your application.

I would like to wish your child every success and happiness in their school life as they make the transition from primary to secondary school.

Yours sincerely,

Lisa Arthey

Corporate Director – Children Services (DCS)

The Co-ordinated Admissions Scheme for Secondary Schools for September 2024

All applications to start school to start Secondary School (Year 7) should be made to the Local Authority (LA) where the child is resident (the Home Authority). This is to ensure that the Council is informed about children living within their area and to ensure that every child has the offer of only one school place.

If you live within the Swindon Borough you should make your application to Swindon.

Parents can make an application online. The online system will be available to make applications from 1st September 2023 until the national closing date of **midnight on the 31st October 2023**.

The online application can be used by Swindon residents wishing to apply for schools maintained by Swindon or schools outside of the Swindon area. The application form can be used to apply for community, voluntary aided, academy or free schools. However, if you wish to apply for a fee-paying / independent / private school you should approach the individual school to understand the application process as this is handled separately to the process administered by the Council.

Parents will be asked to express no more than 3 preferences in **ranked order** and will be given the opportunity to express reasons for their preferences. In addition the Governing Body of a Foundation, Voluntary Aided, Free School or Academy may also request further information to be provided on a Supplementary Form, but only if the information is needed to determine additional criteria to the application. An application is not valid if only the Supplementary Form is completed. A parent must submit a Common Application Form in order for the application to be valid.

Swindon Borough Council must receive an online application form by the closing date of **31st October 2023** for the application to be considered as ontime. Applications received after this date will be treated as late.

Applications for the University Technical College (UTC)

Please note that from September 2019 the Local Authority is no longer coordinating admissions applications as the UTC has opted out of the LA's coordinated scheme. As such, any parents that wish to apply for a place at the UTC for September 2024 need to apply direct to the College and need to contact them for all details.

KEY DATES

Application process opens	1st September 2023
National closing date for ontime applications	31st October 2023
Swindon will send applications to other Local Authorities and own admitting authority schools	1st December 2023
Ranked lists to be returned by Swindon admission authorities	12th January 2024
Deadline for proof and changes of address to be received	12th January 2024
Offers made to Swindon residents	1st March 2024
Deadline for parents to accept place	15th March 2024

Considering your application

1. Gather information

- Read the admissions information provided.
- Check your catchment/designated area school. You can do this by using the maps available in this guide or by contacting School Admissions on (01793) 445500.
- Make appointments to visit schools or attend the school's Open Days.
- Obtain prospectuses or view school's websites.

2. Decision Time

- To make the admissions process easier for parents/carers, the application form gives the opportunity to name three preferred schools.
- **We encourage parents/ carers to fill in all three preferences**, as this will increase the chance of your child being allocated a school that you have selected.
- When considering your preferences you should think about whether your child has a reasonable chance of being offered a place at the school you have named on the application form.
- To assist you with this, you should consider the following for each school you apply for:
 - o Are you in the school's catchment area?
 - o Was the school oversubscribed in the previous year?
 - o How many school places were allocated in the previous year?
 - o Which oversubscription criteria would your child be considered under?
 - o Does the school require any additional information to consider your preference e.g. a Supplementary Form.
- If applying for a school outside of Swindon, have you contacted the Local Authority in which the school is based to check the oversubscription criteria and whether a supplementary form is required?
- Contact the Admissions Team if you require further advice.

3. Complete an application

- You can make an application by completing an application online at <http://www.swindon.gov.uk/secondarieschoolplaces>
- Do not name the same school twice, this **will not** increase your chance of gaining a place.
- Complete all sections of the application form.
- Complete a Supplementary Form if required by the school.
- Ensure the application is submitted on line by the closing date.
- Keep a record of the key dates and your application by using the checklist on p50.
- Please refer to FAQs on p47-49.

Please note

Using the Online Service you will automatically receive an email receipt.

Making your application

When should I think about making my application?

It is important that your application for admission to a Secondary School for September 2024 is received by the Admissions Team by the closing date of **midnight on the 31st October 2023**. Any application received after this date will be

considered and treated as a **late** application. Please note when you apply and submit your application on line you will receive an automatic email to confirm that the Admissions Team have received the application.

What are the differences between the type of schools and are they available in Swindon?

Community	A school controlled by the Local Authority and not influenced by business or religious groups. These schools follow the National Curriculum.
Academy	An Academy is a public funded independent school where the Governing Body are the Admissions Authority and are responsible for their own admissions policy and arrangements. Academies don't have to follow the National Curriculum and can set their own term times. They still have to follow the same rules on admissions, special educational needs and exclusions as other state schools.
Voluntary Aided	A school largely funded, but not owned, by the Local Authority—the buildings are owned by a voluntary body, usually a religious organisation. The Governors of the school are responsible for their own admission policy and arrangements.
Voluntary Controlled	A school maintained by the Local Authority. The Local Authority is responsible for admissions and employs the school's staff. The land and buildings are typically owned by a charitable foundation.
Foundation	A school with more freedom to change the way they do things than community schools. The Governors are responsible for admission to the school. There are no Foundation schools in Swindon.
Free School	Free schools are funded by the government but are not run by the council. They have more control over how they do things. They're 'all-ability' schools, so can't use academic selection processes. Free schools can change the length of school terms and the school day and they don't have to follow the national curriculum.
Trust School	A type of Foundation School which forms a charitable trust with an outside partner. There are currently no trust schools in Swindon.
Special school	A school which specialises in an area of special educational needs. Only children with a Statement or Education Health and Care Plan (EHCP) will be allowed admission.
University Technical College	University technical colleges specialise in subjects like engineering and construction. They teach these subjects along with core subjects, business skills and using IT.

Who can apply for a school place?

The person with parental responsibility or legal residency of the child should make the application. This could include a person who is not a parent but who has a Court order giving parental responsibility to them.

Parental dispute

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 are received from parties with parental responsibility, the LA will ask parents to agree on the school applied for. 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 letter of the parents obtaining a court order determining the issue.

What address should I use?

The home address given on the application form must be the address where the child is resident for most of the week **with his parent or carer**. The Local Authority will not accept more than one address as the child's home address. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, the LA will consider the home address to be the parent with primary day to day care and control of the child. In reaching a decision, evidence may be requested to show the address to which any Child Benefit or Tax Credit is paid and from where the child is registered with a medical GP.

If the Child Benefit letter is not available, a copy of the most recent bank statement where the Child Benefit is credited may be taken as evidence of residence, or the address stated on the NHS Medical Card of the child. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admission purposes. This may be necessary for instance, where parents do not agree on the child's home address. Parents are urged to reach an agreement.

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.

I will be moving house?

If when you submit your application form you enter a future address, we can only consider your application based on this future address as long as you can provide:

- A letter from your solicitor confirming that contracts have been exchanged on the new property, dated on or before **12th January 2024**. The Local Authority would expect parents to move into any property by the first term and the LA reserve the right to request evidence of this.
- A tenancy agreement for the new property, which comes into effect on or before **12th January 2024** and includes the minimum period to cover the first term of school.

I am a returning Crown Servant / Service Personnel – what do I need to do?

Applications for children of service personnel with a confirmed posting to the area will be considered in advance of the family arriving in the area provided the application is accompanied by an official letter from the commanding officer that declares a relocation date and a Unit postal address or quartering area address. Until a fixed address is provided, the LA will accept the Unit Postal Address or Quartering address as the Home Address for allocation purposes. All applications must be included in the normal admissions round if possible. The LA will not refuse a service child a place because the family does not currently live in the area, and will not reserve blocks of places for these children.

I want my child to go to a school outside of Swindon. What do I do?

You have the right to ask for your child to go to a school maintained by another Local Authority. If you are a Swindon resident, the co-ordinated admissions scheme allows you to apply on the Swindon Common Application Form and send to the Swindon Admissions Team, and all Local Authorities involved will share information .

I live outside Swindon but want my child to go to a Swindon School. What should I do?

If you live outside Swindon but want your child to go to a school in the Borough, you should complete the Common Application Form available from the Local Authority in which you currently live. You should return the form to your Local Authority who will share this information with Swindon Local Authority. If you apply for a school outside of Swindon you will be responsible for transporting your child to and from school.

My child has a Statement of Special Educational Needs / Education Health and Care Plan – how do I make my application?

If your child has a statement / EHCP then you do not need to make an application through the School Admissions Team. Further information on the process is available on page 15.

If your child is undergoing statutory assessment you should make your application through the School Admissions Team using the process outlined here. If your child is subsequently given an Education Health and Care (EHC) Plan, your application will be withdrawn and the SENAT Team will take over the process of allocating a place.

Can I choose which school I want my child to attend?

Parents/carers have the right to indicate which school they would prefer their child to attend. You may name any school as a preference, however, please check the oversubscription criteria carefully to understand the likelihood of the preference being successful. There is no guarantee that your child will be placed in the school you request. You can name up to three preferences on your application.

Multiple applications

The LA requires parents to submit one application only per child. Where the LA receives 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. If two late applications are received (after the closing date), the latest application by date will be the application considered.

False information

The offer of a school place may be withdrawn if the offer was made on the basis of a fraudulent or intentionally misleading application from a parent, for example, a false address claim. We may ask you to provide further documentation where necessary. Where a child starts attending a school on the basis of fraudulent information the place may also be withdrawn. In this instance we would take into consideration how long the child has been attending the school.

Late applications

It is **vital** that you submit your application ontime. There is less chance of getting a place at a preferred school if the application is late. This is because ontime applications are considered first. The closing date for applications is **midnight on the 31st October 2023**. 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 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.

What should I do if I have missed the deadline?

You should apply for a place as soon as you can. If you have missed the deadline you will have to apply using a the late on line application form which can be found on the School Admissions web page. Your application form will be considered as a late application.

What if I have a change of preference?

You are able to submit a change of preference after the closing date, but this will be considered and treated as a late application. Following the offer of school places on the **1st March 2024**, parents may submit a change of preference.

A Change of Preference form will be available for you to complete online.

Sampling of Admissions Applications to detect suspected fraud

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 submitting the form online, the parent is confirming that the information they have provided is truthful and correct.

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 1 month)
- ✓ Driver's licence
- ✓ Utility bill (not older than 3 months)

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.

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. 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.

If the LA withdraws a place for a child on the suspicion of fraud, the place will be reallocated.

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

How are my preferences considered?

You are invited to select up to three preferences on your application form. This gives us the best opportunity to offer a place at one of your preferred schools. These preferences are considered at the same time, we do not consider each preference in order. This is called **Equal Preference**.

Equal preference means that when we consider your application we will look at all the preferences you put down at the same time. For each of those preferences, the oversubscription criteria is determined, for example, if you have another child attending the school, if you live in the catchment etc.

Each of your preferences is put into a list with all the other people who expressed a preference for the same school. Each school list is ordered according to the oversubscription criteria.

For community schools this is

1. Looked After / Previously Looked After children
2. Siblings
3. Catchment
4. Distance

The Distance is measured as a straight line between the Local Land and Property Gazetteer point of the applicants home address and the school, using the Local Authority's computerised system, with those living closest to the school receiving priority.

Each school has a maximum number of children they can admit (this is called the published admission number).

So where a school has a published admission number of 60, the first 60 children will be provisionally allocated a place. This is repeated for each school.

If the situation occurs where a child can be offered a place at more than one school, we then allocate the highest preference listed on the application form; this then releases the place from the lower preference school which can then be allocated to the next person on the list.

Using the equal preference process means that a school place could be allocated to someone who has named it as 2nd preference, over someone that has named it as a 1st, this would be because they have been ranked higher in the over-subscription criteria but could not be offered their 1st preference.

Who considers my application?

It is the admissions authority who are responsible for setting the oversubscription criteria and considering applications. The Admissions authority for Community and Voluntary Controlled schools is Swindon Borough Council. For Academies and other own admitting authorities it is the governing

body who are responsible for the consideration of applications. The Governing bodies notify the Local Authority the order places should be offered. It is the Local Authority who will offer places for the normal round of admissions for September 2024.

What criteria will my application be considered under?

Each school has oversubscription criteria listed within its policy which explain in what order places are offered.

Statements / Education Health and Care Plans

All children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school will be admitted before any other places at the school are allocated.

Looked After / Previously Looked After Children

All schools must have oversubscription criteria where the highest priority must be given to looked after children and all previously looked after children.

A 'looked after child' is a child who is
(a) in the care of a local authority, or
(b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

children who appear to have been in state care (ie in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) outside of England but ceased to be so as a result of being adopted.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted. Evidence will be required in the form of the court order or special guardianship order.

Schools with faith characteristics can also prioritise Looked After Children who are of the same faith as the school ethos e.g. baptised catholic.

Community and Voluntary Controlled Schools

The Local Authority are responsible for determining the criteria for Community and Voluntary Controlled Schools within the Swindon area. These criteria are

A	A looked after or previously looked after child as defined above
B	Any child who has a sibling ¹ attending the preferred school at the same time as he or she is due to be admitted
C	Any child living within the school's catchment area ²
D	Any child not living in the school's catchment area ²

¹ A **sibling** is defined as a 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 whom the school place is sought is living in the same family unit at the same address as that sibling.

² A **catchment area** is a geographical zone served by a school. Where applicable these catchment areas are shown with the school information in this guide. Not all schools have a catchment area.

Tiebreaker. For Community and Voluntary Controlled Schools, distance is measured as a straight line between the Local Land and Property Gazetteer point of the applicant's home address and the school using the Local Authority's computerised system, with those living closest to the school receiving priority. If direct distance does not separate applicants, places will be allocated by random allocation.

Please note – Community and Voluntary controlled schools outside of Swindon may use different criteria and you are advised to consult the admission arrangements for the relevant Local Authority.

Own admitting authority schools

Schools such as Academies, Voluntary Aided, Foundation and Free Schools determine their own admissions criteria which may not be the same as the local authority. You are advised to consult the policy for the school which you wish to apply for to understand the criteria your application will be considered under.

Feeder Schools

Some schools have named feeder schools. A feeder school is a school which works closely with another school and will give priority within their oversubscription criteria. This is more common at the secondary school phase but a junior school may list an infant school as a feeder. This applies to own admitting authority schools

How will I be notified of the outcome of my application?

Offers of school places for secondary schools are made on **1st March 2024**. You will receive an email during the **1st March 2024**. You can also log onto the online system to see the outcome of your application.

Waiting Lists

If your child has been refused one of your preferred Community or Voluntary Controlled Schools, you will automatically be placed on the waiting list for that school. Waiting lists will be maintained for all Community and Voluntary Controlled schools from the initial point of entry until the end of that academic year. For the September 2024 intake this will be from the **1st March 2024 (Secondary Offer date)** until 31st August 2025. Names can only be removed from the list if a place has been offered or if a request has been received in writing to do so, or if the offer of a place has been declined. Placing a child's name on the waiting list does not affect the parent/carer's right of appeal against an unsuccessful application. Waiting lists for Foundation, Academy and Voluntary Aided schools are outlined in the individual school's admission arrangements.

Please note – that waiting lists are created according to the oversubscription criteria and no preference is given to the amount of time spent on the list. Your child could move down the list as well as up.

Appeals

Unfortunately it is not always possible to offer your child a place at one of your preferred schools. If we do not offer your child a place at one of your preferred schools, you may appeal to an Independent Appeal Panel. The Panel is not linked to the school or the Local Authority. It is made up of volunteers who attend specifically to hear and decide upon admissions appeals and its decision is binding on the Admitting Authority, the particular school and the parent.

If your child has been refused

- (a) Admission to a sixth form;
- (b) For a child over compulsory school age, admission to a school other than a sixth form

Then both yourself and/or the child concerned is able to appeal to an Independent Appeal Panel.

Please note that:

each case is decided on individual merit and only exceptional circumstances are likely to lead to a successful appeal.

other schools with vacancies involve a longer journey is unlikely to lead to a successful appeal.
accepting a place at another school will not affect your chances of having a successful appeal.
you can only have one appeal for each school in the same academic year unless there are significant changes in your circumstances.

Further information

If you are refused a place, please go on-line and complete the form to appeal. Link: https://www.swindon.gov.uk/forms/form/439/en/appeal_a_refusal_of_a_school_place .

If you have any difficulties completing this form, please contact the Contact Centre on 01793 445500.

Please contact admissionappeals@swindon.gov.uk

Special Educational Needs

Special Educational Needs (SEN) can range from mild to short term, to complex and long lasting. Almost all children with these go to their local school, where they are given extra help and support. Schools have on-going plans for improving accessibility for all pupils, including those with a disability.

My child requires additional SEN Support, but does not have an Education Health and Care (EHC) Plan — how do I apply for a secondary school place?

Not all children with Special Educational Needs require an EHC Plan. Schools can sometimes meet the special educational needs of children through high quality inclusive teaching and additional SEN support. If your child does not have a statement/EHC Plan, you should complete the Common Application form as normal.

If your child has Special Educational Needs, that are more complex and severe; the process of applying for an EHC Plan begins with recording outcomes, additional provision and impact on an Early Help Record and Plan. Your SENCO or Special Educational Needs Assessment Team (SENAT) should be able to provide you with more advice on this. This information is also stated on the Swindon Local Offer. All children and young people should have an Early Help Record and Plan in place that has been reviewed at least twice over two terms before any application for an EHC Plan is made.

My child has a Statement/EHC Plan – how do I apply for the school of my/our choice?

If your child has a statement/EHC Plan their needs are more severe or complex and the Local Authority needs to be involved in the planning for your transfer. If you are applying for a Secondary School for September 2024, you will usually be invited to a Year 5 Annual Review Meeting with your child's current school and the Local Authority. You will be asked to confirm your preference for Secondary School at the start of your child's Year 6. The Local Authority and school will consider the

preference for Secondary School and may discuss it with you before allocating a place. Please note that the LA may not always be able to allocate a place for your child at your preferred Specialist School as this will depend on the availability of places and the ability to meet need. You will be formally notified of your Secondary School place when the LA will make provision to meet your child's special educational needs during Year 6.

Admissions to Special Schools

The Authority intends that all children with Special Educational Needs are educated in their local mainstream school wherever possible. Information about a child's needs and the best way of providing support is always discussed with parents. For a very small number of children, with the most complex difficulties, a place in a special school may be the best option. Children who attend a special school will normally have undergone statutory assessment and either have a statement of Special Educational Needs (valid until March 2024) or an Education Health Care Plan (EHC Plan).

Post 16 Transfers:

In year 9, pupils with an Education Health Care Plan or Statement of SEN will have a statutory transition review. This provides an opportunity for the pupil to consider their post 16 options. At the review, outcomes will be agreed to support their preparation for adulthood. If the pupil wants to attend a different setting in Year 12 they should apply directly to the post 16 provider for a place once they are in Year 11. The Local Authority will note the preference from the last Annual Review and will also write out to all Year 11 students with an Education Health Care Plan or Statement of SEN in September to ask for confirmation of their preference and details of applications made. Once the Local Authority has approved the placement amendments to the Education Health and Care Plan specifying the post 16 provision and naming the institution must be completed by the 31st March in the calendar year of the transfer.

The Special Educational Needs and Disability Service (SEND)

The SEND Service can also answer questions, particularly on whether a child may need an Education Health Care Plan, or any aspects of the statutory process. They can be contacted by email

at SEND@swindon.gov.uk or by telephoning

(01793) 463084

(01793) 463245

(01793) 465747



The Local Offer

Information and advice for Swindon residents of all ages with a support need.

Independent Living

Health and Wellbeing

Leisure and Activities

Support for Families

Education and Learning



The Swindon Local Offer information, advice and support services for:



Adult Social Care



Special Educational Needs and Disabilities (SEND)



Care Leavers

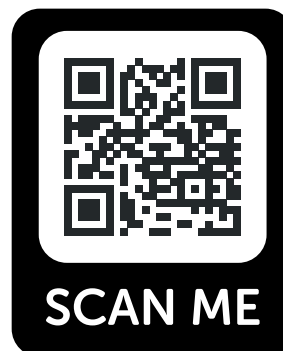


Staying Healthy



Children and young people

Visit the website:
swindon.gov.uk/localoffer







SCAN ME

Email us:
localoffer@swindon.gov.uk

Not online, no problem.
Call us: 01793 445500

School Information and Policies

The following pages give details of all the schools within Swindon with useful information you may need to consider when selecting your preferences.

	<p>Published Admission Number. The total number of children the school will admit in September 2024 in the relevant year group.</p>
	<p>Number of children on Roll. This is the number of children attending the school on the census day in January 2023.</p>
	<p>Link to the school policy. Click on the link to access the admission policy for the school. You should consult this for full admissions information and details of admission criteria.</p>
	<p>Link to Supplementary Information Form. Click on the link to access the SIF. This should be completed and returned to the school you are applying for in addition to the completion of the common application form.</p>
<p>Transport</p>	<p>The nearest bus services which serve the school are given.</p>
<p>Breakfast and After School Clubs</p>	<p>Where a school has indicated they have breakfast and after school clubs this has been shown. Please contact the school directly for information.</p>

School Information and Policies- continued

The following pages give details of all the schools within Swindon with useful information you may need to consider when selecting your preferences.

	The Statistics allocations are shown for each school. The definition of each column is shown as
PAN	The maximum number of children which the school published to admit.
Ontime 1st pref	The number of ontime applications made where the school was indicated as a first preference
All ontime	The number of ontime applications made where the school was indicated as a first, second or third preference.
Total	The total number of places allocated (this includes all ontime and late preferences and those offered as an alternative school).
SEND	The number of places allocated to children with a Statement of Special Educational Needs or Education Health and Care Plan.
CLA	The number of places allocated to children who are looked after or previously looked after (includes late applications).
Sib	The number of places allocated to children who had a sibling at the school at the point of admission (includes late applications).
Catch	The number of places allocated to children who were allocated that lived in the catchment area.
Dist	The number of places allocated to children based on distance from the school.
Furthest point offered	This distance (in miles) is the furthest distance measured in a straight line within the final category where children were offered a place. This is not applicable (n/a) if the school was undersubscribed and places were offered as an alternative school or to late applicants.

	PAN	Overtime 1st pref	All ontime Pref	Total places allocated													Appeals Lodged	Appeals Heard	Appeal successful			
				SEN	CLA	Performing Arts	Sibling	Feeder&Sib	Feeder&NoSib	Faith	Attending SA	NonFeeder&Sib	Feeder	Child of Staff	Catch	Attending WHF primary School				Dist	Total	
Abbey Park	240	263	532	8	1		76	47					0			108		0.91	15	12	1	
Commonweal	195+32	266	510	6	1	10	76					1	115		18	227						
Dorcan	180 +10	165	248	3	2		8	39	96						42							
Great Western Academy	150+25	210	503	5	3		65				0				102		0.883					
Highworth Warneford		190	104																0	0	0	
Kingsdown	232+8	243	348	8	2		68			117			20		23	245	1.343		3	3	3	
Lawn Manor	210	144	303																			
Lydiard Park Academy	232+8	239	387	7	2		80				0				151	240						
Nova Hreod	230+10	176	339	3	3		51								186	243	1.403		0	0	0	
Ridgeway	270+10	344	604	9	5		90			168	3	5	0	0	280	0.508		26	22	4		
St Josephs		378	266																			
Swindon Academy	180 + 10	203	336																11	9	1	
The Deanery	200	92	385																			

* On national offer day the school was not full and we continued to offer places for late applications. The school was full with late applications at the start of the Academic year 2019

Abbey Park School

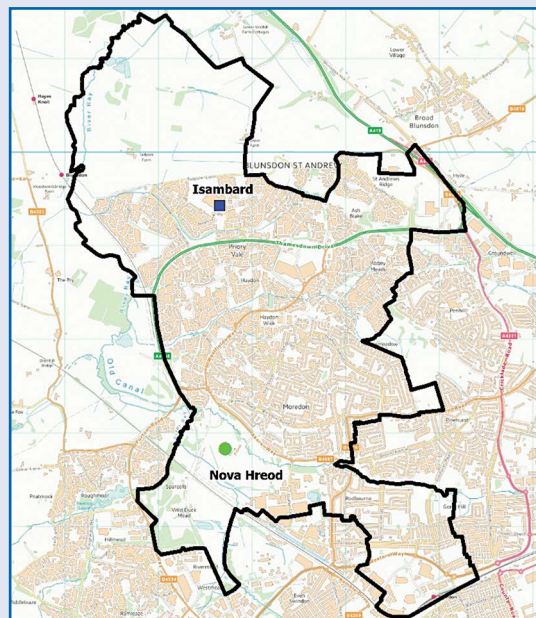
DFE 866 4005

Redhouse Way, Swindon SN25 2ND

Head Teacher	Mr J Young
Type of School	Part of The Parks Academy Trust
Phone	01793 705400
Email	Admin@abbeyparkschool.org.uk
School Website	www.abbeyparkschool.org.uk
School Hours	8.45am – 3.10pm
Nursery facility	N/A
Breakfast Club	N/A
After School Club	No
Public transport	N/A



Location Map



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Oversubscription criteria

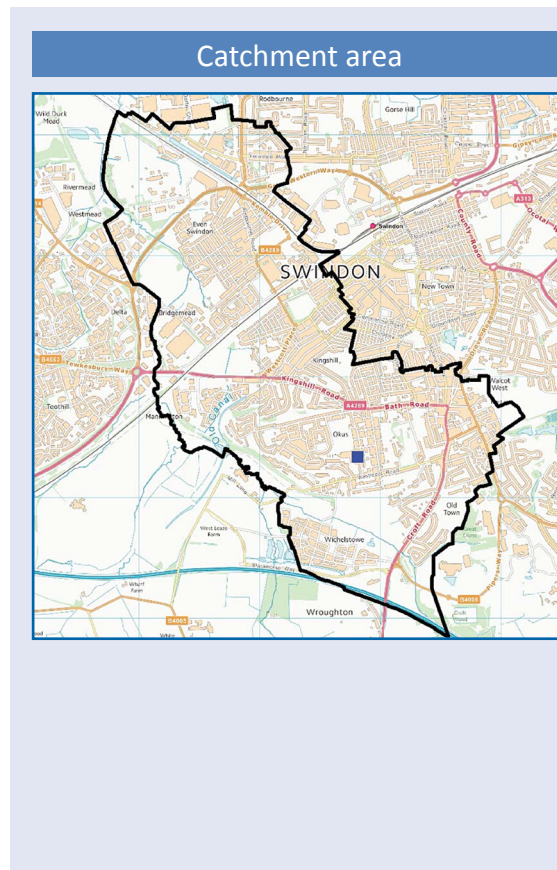
- A looked after child or previously looked after child;
- Any child who has a sibling attending the preferred school at the same time as he or she is due to be admitted;
- Any child of a member of staff employed at Abbey Park School by The Park Academies Trust for two or more years at the time at which the application for admission to the school is made, and/or who were recruited to fill a vacant post where there is a demonstrable skill shortage. This includes step children, foster children and children of cohabiting partners. The employee should complete the Supplementary Information Form;
- Any child that attended Red Oaks in Year 6.
- All other children not falling into any of the categories above.

The Commonweal School

DFE 866 5410

The Mall, Swindon, Wiltshire SN1 4JE

Head Teacher	Mr Charles Drew
Type of School	Academy
Phone	01793 612727
Email	admissions@commonweal.co.uk
School Website	www.commonweal.co.uk
School Hours	See school website
Nursery facility	N/A
Breakfast Club	N/A
After School Club	Various
Public transport	
Sixth form (published admissions number)	35



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You may need to complete a SIF - please check the schools Admissions Policy

Oversubscription criteria

1. A looked after child or previously looked after child
2. A child with an aptitude for Performing Arts (up to 15 places will be offered and auditions held)
3. A child with a sibling at the school at the same time they are due to be admitted
4. Children of Staff at The Commonweal School
5. Children living in the schools catchment area
6. All other children

The Deanery CE Academy

The Deanery Church of England Academy
Peglars Way, Wichelstowe, Swindon SN1 7DA

Head Teacher	Mr Dan Neal
Type of School	Secondary – Diocese of Bristol Academies Trust
Phone	01793 236611
Email	enquiries@dcea.org.uk
School Website	https://www.dcea.org.uk/
School Hours	Monday to Thursday: 8.40am to 3.30pm Friday: 8.40am to 2.00pm
Nursery facility	No
Breakfast Club	Yes
After School Club	No
Sixth form	None



You may need to complete a SIF - please check the schools Admissions Policy

Oversubscription criteria

Please consult the Schools website for details on their over-subscription criteria.

1. looked after (or Previously) Children
2. Pupil Premium (21 children)
3. Priority Area prioritised as (a) FSM (b) Siblings (c) others
4. other siblings
5. Children of Staff
6. Faith Based - prioritised by (a) 'at the heart of the church' (b) 'attached to the church'
7. all others

The Dorcan Academy

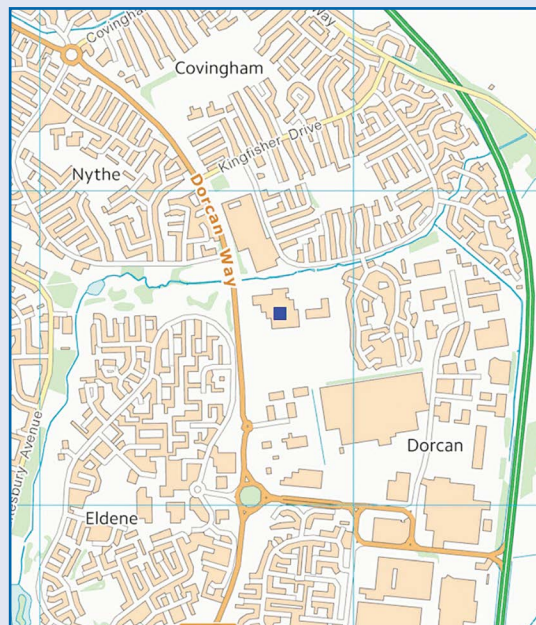
DFE 866 4060

St. Paul's Drive, Swindon, Wiltshire SN3 5DA

Head Teacher	Mrs S. Bareham
Type of School	Academy
Phone	01793 525231
Email	enquiries@dorcan.co.uk
School Website	www.dorcan.co.uk
School Hours	8.30am - 3.00pm
Nursery facility	No
Has Sixth Form	No
Breakfast Club	No. Site open for free healthy breakfast for all students in dining hall from 08:00
After School Club	No
Public transport	2 or 13
Visits	Visits Please call to book and check the website for revisions Or by appointment: https://www.dorcan.co.uk/tours/



Location Map



The school does not have a catchment area, but its location is show in the map.

You may need to complete a SIF - please check the schools Admissions Policy'.

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Oversubscription criteria

1. A looked after child or previously looked after child
2. Children attending a named feeder school with a sibling attending Dorcan at the time of admission
3. Other children attending a named feeder school
4. Children not attending a named feeder school with a sibling attending Dorcan at the time of admission
5. Children of staff.
6. Other children not attending a named feeder school

Great Western Academy

DFE 4006

William Morris Way, Tadpole Garden Village,
Swindon SN25 2PP

Head Teacher	Mr Graham Davis
Type of School	Academy
Phone	01793 209700
Email	office@gwacademy.co.uk
School Website	www.gwacademy.co.uk
School Hours	School hours – Monday and Friday 8:30 – 3:10, Tuesday – Thursday 8:30 – 4:15.
Has Sixth Form	Yes
Breakfast Club	No
After School Club	No
Public transport	4 and 57



Location Map



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Oversubscription criteria

1. Looked after children¹ and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted². Previously looked after children are children who were looked after but ceased to be so because they were adopted³ (or became subject to a child arrangements order⁴ or special guardianship order⁵).
2. Children of staff employed by Great Western Academy on a permanent, minimum 40% Full Time Equivalent contract for two or more years at the time at which the place applied for would be taken up or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage
3. Any child who has a sibling attending Great Western Academy at the same time as he or she is due to be admitted
4. Other children

Highworth Warneford School

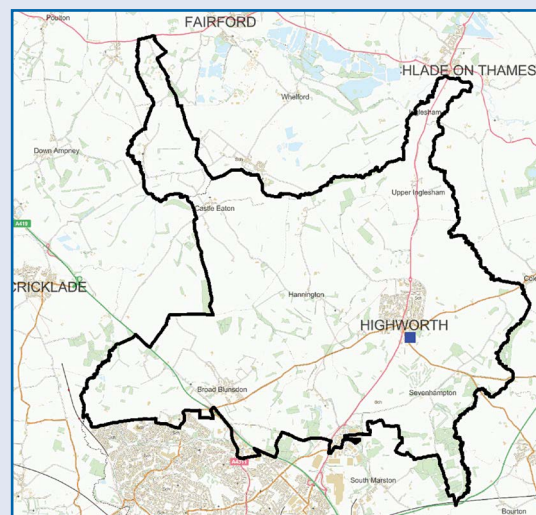
DFE 866 4074

Shrivenham Road, Highworth, Swindon,
Wiltshire, SN6 7BZ

Head Teacher	Mr A. Steele
Type of School	Academy
Phone	01793 762426
Email	admin@warnefordschool.org
School Website	www.warnefordschool.org
School Hours	8.50am – 3.25pm
Nursery facility	N/A
Breakfast Club	N/A
After School Club	N/A
Public transport	7. The school also organises transport from North Swindon (H99)



Catchment area



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You may need to complete a SIF - please check the schools Admissions Policy

Oversubscription criteria

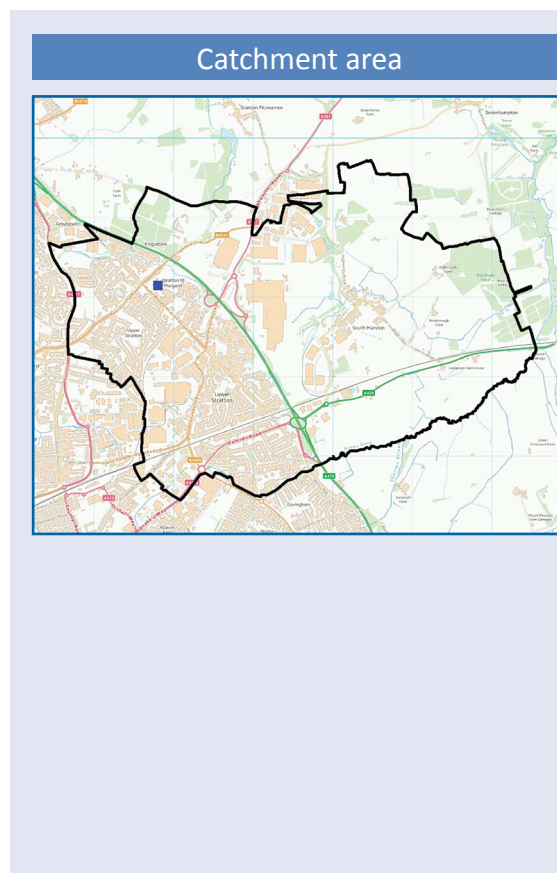
1. A looked after or previously looked after child
2. Any child who has a sibling attending the school at the time of admission
3. Any child attending a named Feeder School
4. Any child that live in the catchment area for the school
5. Any child of a staff member employed at the school for two or more years at the time at which the application for admission is made
6. Children that do not live within the catchment area for the school

Kingsdown School

DFE 866 4003

Hyde Road, Swindon, Wiltshire SN2 7SH

Head Teacher	Mrs E Leigh-Bennett
Type of School	Academy (Part of River Learning Trust)
Phone	01793 822284
Email	enquiries@kingsdownschool.co.uk
School Website	www.kingsdownschool.co.uk
School Hours	8.35am – 3pm Monday – Thursday 8.35am - 3pm week 1 Friday 8.35am – 12.50pm week 2 Friday
Has Sixth Form	No
After School Club	No
Nursery Facility	No
Public transport	10 and 7



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Oversubscription criteria

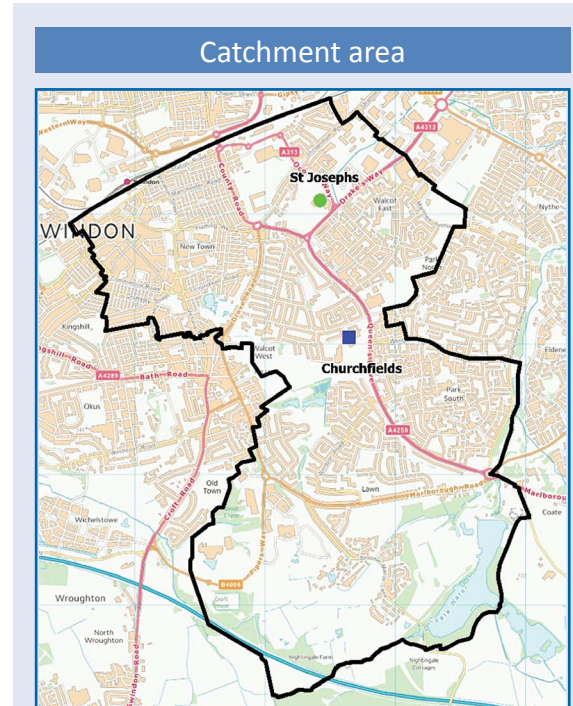
1. Children in the care of a local authority previously in care or with accommodation provided by that authority as defined by Section 22 of the Children Act 1989.
2. Children with a sibling (half, step or adoptive brother or sister living in the same family unit) who will be attending Kingsdown School at the time of their admission.
3. Children who are enrolled at one of the four partner schools: Colebrook Junior, Grange Junior, Ruskin Junior and South Marston CofE Primary, at the time of application.
4. Children that live within Kingsdown School's designated area.
5. Children that do not live within Kingsdown School's designated area.

Lawn Manor Academy

DFE 866 4002

Salcombe Grove, Swindon, Wiltshire SN3 1ER

Head Teacher	Mrs Sandra Muir
Type of School	11-16 yrs Academy
Phone	01793 487286
Email	admin@lawnmanor.org
School Website	admin@lma.ascendlearningtrust.org.uk
School Hours	8.40am - 3.00pm
Nursery facility	N/A
Breakfast Club	Breakfast available from 8am
After School Club	A voluntary enrichment programme is in place for pupils
Public transport	13, 14, 16, 17, 18



Lawn Manor Academy is shown for its location but does not have a catchment area.

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Oversubscription criteria

1. Children in the care of a local authority previously in care
2. Any child who has a sibling attending Lawn Manor Academy at the time of application
3. A child of a staff member
4. Children attending RWBAT Primary School
5. Children attending Lawn Manor Academy Feeder Primary schools at the time of application: Lawn Primary, Lainesmead Primary, Oaktree Primary, Goddard Park Primary, Drove Primary, Mountford Manor Primary.
6. Distance from Lawn Manor Academy for children attending primary schools that are not Feeder Primary schools.

Lydiard Park Academy

DFE 866 4086

Grange Park, Swindon, Wiltshire SN5 6HN

Head Teacher	Mr Gary Pearson
Type of School	Part of The Parks Academy Trust (Year 7 to 13)
Phone	01793 874224
Email	ask@lydiardparkacademy.org.uk
School Website	www.lydiardparkacademy.org.uk
School Hours	08.30-15.05 (staggered starts/ends)
Nursery	
Breakfast Club	
After School Club	
Public transport	Yes



You may need to complete a SIF - please check the schools Admissions Policy

Oversubscription criteria

1. 'Looked After Child' or a child who was previously looked after. Previously looked after children are those who immediately after being in care became subject to an adoption order, child arrangements order or special guardianship order
2. Any child who has a sibling attending the Academy at the time of admission. Sibling refers to a child who has a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the cohabiting partner, foster brother or sister. The sibling can be in any year group at the Academy, including Years 12 and 13.
3. Any child of a member of staff employed at Lydiard Park Academy or two or more years at the time at which the application for admission to the school is made, and/or who were recruited to fill a vacant post where there is a demonstrable skill shortage.
4. All other children not falling into any of the categories above

Nova Hreod Academy

DFE 866 4084

Akers Way, Swindon, Wiltshire SN2 2NQ

Head Teacher	Mr Nick Wells
Type of School	Academy
Phone	01793 528800
Email	admin@novahreodacademy.org.uk
School Website	www.novahreodacademy.org.uk
School Hours	Mon/Fri 8:20-14:40 Tue/Wed/Thur 8:20-15:35
Nursery	N/A
Breakfast Club	Yes
After School Club	Varies
Public transport	15 and 16

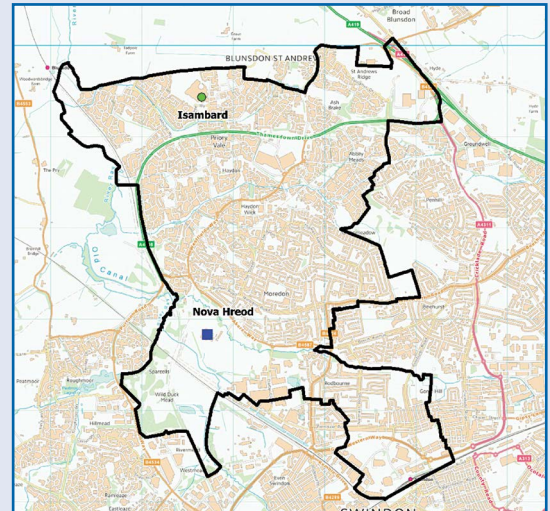


Nova Hreod Academy

The best in everyone™

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Catchment area



Abbey Park School is located within the catchment area for Nova Hreod Academy.

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Oversubscription criteria

1. A child who has a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) will be admitted to the school named on the child's statement or plan.
2. A 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangement order¹ or special guardianship order. A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function defined by Section 22 (1) of the Children Act 1989.
3. Any child who has a sibling attending the school at the time of admission.
4. Other children by distance from the academy, with priority for admission given to children who live nearest to the academy. Distance from the academy will be measured between the door of the student's permanent address and the entrance of the main gates of the academy site, measured in kilometres in a straight line (as the crow flies).

The Ridgeway School and Sixth Form College

DFE 866 5417

Inverary Road, Wroughton, Swindon, Wiltshire SN4 9DJ

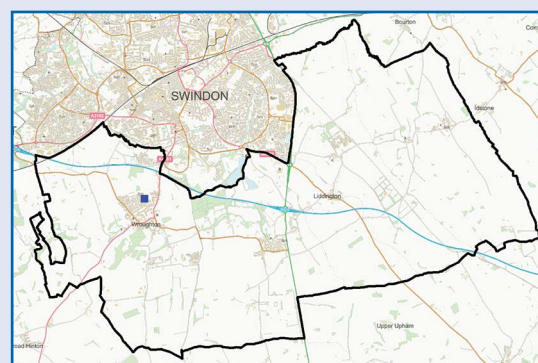
Head Teacher	Mr Adrian Cush
Type of School	Mixed Secondary School
Phone	01793 846100
Email	admin@ridgewayschool.com
School Website	www.ridgewayschool.com
School Hours	8:45am - 4:15pm
Nursery	No
Breakfast Club	No
After School Club	Yes
Public transport	Yes



The Ridgeway School
& Sixth Form College



Catchment area



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You may need to complete a SIF - please check the schools Admissions Policy

Oversubscription criteria

1. A looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (90) including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Any child who has a sibling attending The Ridgeway School & Sixth Form College at the same time as he or she is due to be admitted.
3. Any child of a member of staff employed by The White Horse Federation (TWHF) for two or more years at the time of application for admission to school is made
4. Any child attending a designated feeder school that live within the catchment area.
5. Children living within Ridgeway catchment area not attending a designated feeder school.
6. Any child attending a designated feeder school that live outside of the catchment area.
7. Children attending a White Horse Federation Primary School within Swindon (that is not already a feeder school) at the point of application.
8. Children other than those falling into category 1-7 above

St Joseph's Catholic College

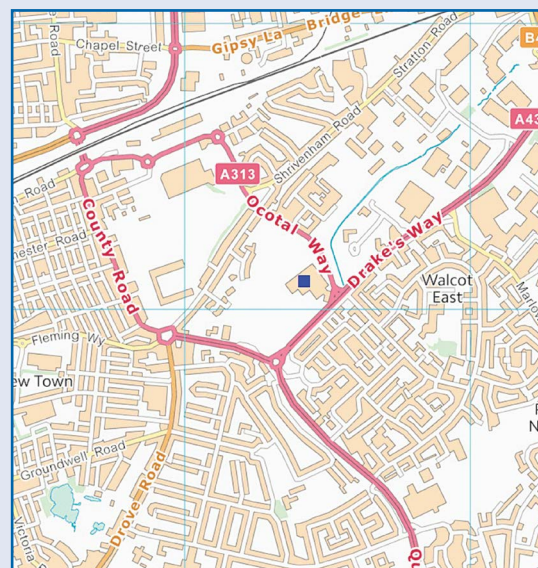
DFE 866 5409

Ocotal Way, Swindon, Wiltshire SN3 3LR

Executive Principal	Mr P. Hughes
Head of School	Jerry Giles
Type of School	Academy
Phone	01793 714204
Email	info@stjosephscollege.net
School Website	www.stjosephscollege.net
School Hours	8.20am – 3.00pm
Has Sixth Form	Please contact for details
Breakfast Club	Breakfast is available from 8am
After School Club	After school clubs are available
Public transport	Local bus transport is available via Swindon Bus company and Stagecoach.



Location Map



The school does not have a catchment area.

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* Includes 6th form



Supplementary evidence required if families wish to apply on faith grounds.

Oversubscription criteria

1. Looked after and previously looked after children who are baptised Catholic
2. Baptised Catholic children who attend a designated feeder school at the time of consideration and who have a sibling who will be attending St Joseph's at the time of admission
3. Baptised Catholic children who attend a designated feeder school at the time of consideration
4. Baptised Catholic children who have a sibling who will be attending St Joseph's at the time of admission
5. Baptised Catholic Children
6. Looked after and previously looked after children
7. Children who are a Catechumen
8. Children who attend a designated feeder school
9. Children who do not fall into the criteria listed above.

Swindon Academy

DFE 866 6905

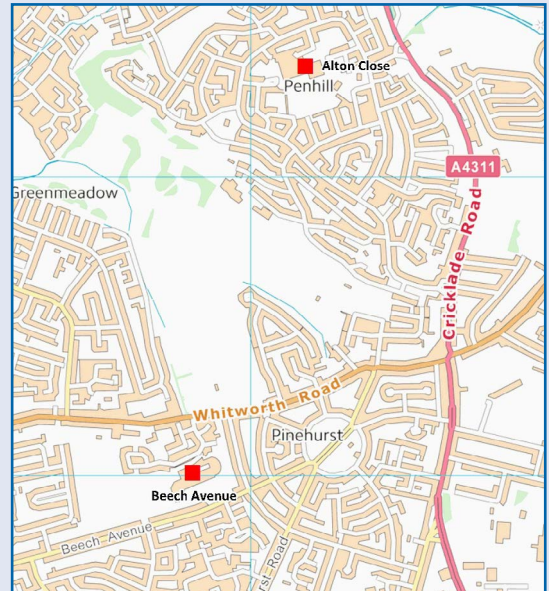
Beech Avenue, Swindon, Wiltshire SN2 1JR

Principle	Karen Wright
Head Teacher	Alice Lawrence and Lorraine Jordan
Type of School	Academy
Phone	01793 426900
Email	admin@swindon-academy.org
School Website	www.swindon-academy.org
School Hours	8.20am-3.35pm
Breakfast Club	No
After School Club	No
Public transport	No



Swindon Academy
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Part of United Learning

Location Map



The school does not have a catchment area but their location is show above. The secondary school is based at the Beech Avenue site.

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Grammar Stream update: Entry to the Grammar Stream is subject to passing the entrance exam which will take place on a Saturday after the National deadline date for accepting an offer for Pupils in year 6. In order to sit the entrance exam, parents must have accepted their child's place at the Academy. If pupils do not pass the entrance exam they are automatically allocated a place in Swindon Academy's mainstream education

Oversubscription criteria

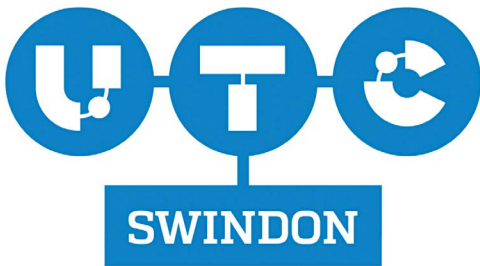
1. A 'looked after child' is defined as a child in the care of the Local Authority and A 'previously looked after' child is a child who was looked after but were then immediately adopted, Became subject to a Child Arrangements Order or a Special Guardianship Order
2. Children with a sibling attending the academy at the time of application
3. Children of staff working at the academy at the time of the application.
4. Distance



Transferring in Year 10

If your child is currently in Year 9 you can apply for your child to attend the University Technical College.

If you live outside of Swindon and wish you apply for the UTC Swindon, please apply directly to the UTC itself as we do not coordinate and pass on applications to them. The closing date for the application to UTC is the 31st October 2023 and offers will be made in January 2024. Please contact the college for further details.

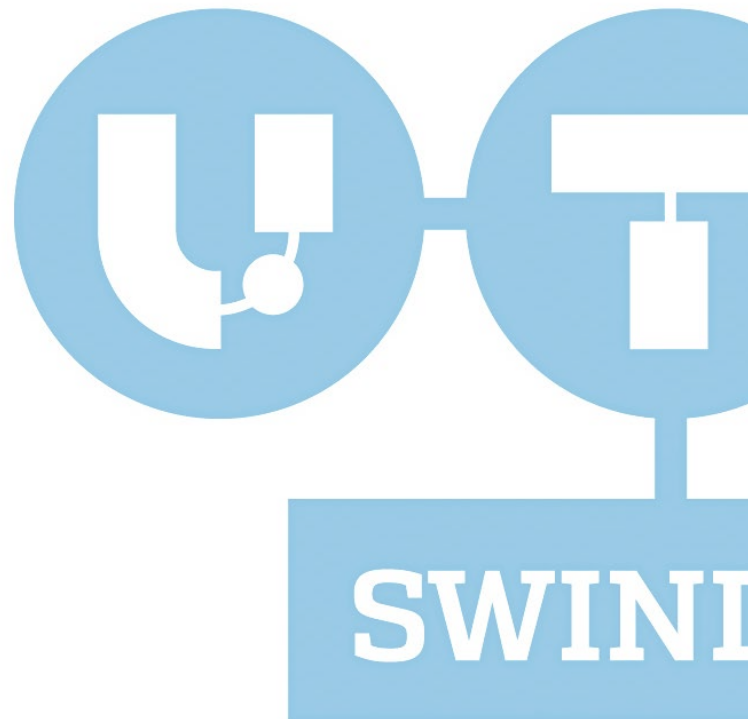


UTC Swindon opened in September 2014 with a vision to be a college where engineering and innovation can flourish. It provides a technical education from an early age. Swindon is run by a Trust sponsored by Johnson Matthey Fuel Cells and Oxford Brookes University. There are over 90 different industry partners involved with the University Technical College.

Students will take core subjects at the GCSE and A-Level alongside engineering.

Applications for the University Technical College (UTC)

Please note since September 2018 the Local Authority has not coordinated admissions as UTC has opted out of the LA's coordinated scheme. As such, any parents that wish to apply for a place at the UTC for September 2024 need to apply direct to the College and need to contact them for all details.



UTC Swindon

DFE 866 4000

Bristol Street, Swindon, Wiltshire SN1 5ET

Head Teacher	Ms Joanne Harper
Type of School	UTC
Phone	01793 207920
Fax	N/A
Email	info@utcswindon.co.uk
School Website	www.utcswindon.co.uk
School Specialism	Engineering
School Hours	8.30am – 5.00pm (Tues-Thurs) 8.30am – 4.00pm (Mon/Fri)
Nursery	No
Breakfast Club	No
After School Club	No
Public transport	1, 1a, 8, 9, 13, 14, 19, 22, 27, 28, 31, 53 and 55



Location Map



The school does not have a catchment area but their location is show above.

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The Local Authority did not co-ordinate admissions for 2014 – for further information contact UTC Swindon

Oversubscription criteria

Please consult the Schools website for details on their over-subscription criteria.

Going to Sixth Form

There are a number of options available within Swindon for study post-16. The following schools have sixth forms. All sixth form admissions are administered directly by the schools

Click on the icons to access the policies

The Commonweal School



The Ridgeway School and Sixth Form



Swindon Academy



Lydiard Park Academy



Great Western Academy



Applications to the individual sixth forms are administered by each school individually and not by the School Admissions Team. The contact details for the school are found in the School Information Section.

Transfers during the School Year (In-year admissions)

Applying for a school place outside of the normal admissions round

Any parent wishing to transfer their child to a **Swindon** school should make their application to Swindon Borough Council.

- The Local Authority operates a fully coordinated in-year process. This means that the LA coordinates all applications made during the academic year and for applications for admissions to year groups other than the normal year of entry. This includes applications received for all schools in the Borough, including Community, Voluntary Controlled, Foundation, Voluntary Aided and Academy and Free School.
- A Common In-Year Application is used for applications to any of these schools, and that this allows parents to express three preferences of school. The form should be submitted to the Local Authority, who will liaise with the relevant admitting authority to coordinate an offer of a place at one of the schools on the submitted application form, taking into account the oversubscription criteria for the relevant school if necessary.
- If the school you are applying for requires a supplementary form or a Baptismal Certificate you must submit this at the time of the in-year application form. If you do not do so, this may affect whether your child is eligible for the school place.
- All preferences are considered equally and the LA therefore ensure that the highest preference is offered wherever possible. The LA will send out the offer letter, but own admitting authority schools may also send their own offer letter.
- If we are unable to offer any of your preferences, we will offer an alternative school place if your child does not already attend a Swindon school and you have provided evidence of your Swindon address. This will be the nearest school with a place available.

- The applications are considered in process periods and a calendar of dates is available on the Council's website as to when applications are considered and offers are made. On the whole, offers are made every 15 school days.
- The Local Authority is happy to receive applications from parents who live outside of the Swindon area who wish for their child to attend a Swindon School.
- Any Swindon resident wishing to apply for a school outside of the Swindon area, should contact the Local Authority where the school is situated in order to understand any locally agreed admissions procedures. The application should not be submitted to Swindon Borough Council.

Frequently Asked Questions for transfers during the school year:

I am moving into Swindon how do I apply for a school place?

You can apply at any point, however if you do not have a confirmed address (in the form of a signed tenancy agreement or solicitor's letter confirming exchange of contracts) we will consider your application using your current address. As soon as you have proof please send this to us. If we are unable to offer any of your preferences, we cannot offer an alternative school until you have a confirmed address.

What if I have more than one child?

If there is more than one child involved, each request will be considered on an individual basis. If one child is offered or admitted to a school it does not guarantee a place at that particular school for any other child in the family.

I am having problems with my child's current school, what should I do?

Before you make a definite decision to request to move to another school you should think very carefully and talk through any problems you have with your current school with a view to resolving the issues.

It is advisable to resolve any issues rather than move away from the school. Schools may have an Education Welfare Officer who can be contacted through the school rather than move away from the school. Schools may have an Education Welfare Officer who can be contacted through the school.

What if I move house but want to keep my child at their current school?

If you move house, you can choose to keep your child at their current school. However, you should be aware that this may affect any entitlement you have to transport assistance. If you have other children, there is no guarantee that they will be given a place.

If I move into a school's catchment area, does that guarantee my child a place at the school?

No. An application form should be submitted in the normal way and the decision will be made based on the availability of spaces in the appropriate year group at the school. It is strongly advised that you contact the School Admissions Team before making the decision to move to determine whether there may be places available at a new school.

I want to move my child to a new school ready for the start of the new term, when do I apply?

If you want to transfer your child to start a new school in the following September and it isn't as part of a normal phased transfer (e.g. Primary to Secondary School), you need to do this in plenty of time. The Local Authority normally consider applications for September from the previous June. If you want your child to start a new school after a school holiday, e.g. Christmas or Easter, please make sure you apply in plenty of time and we advise you to consider the in year calendar of dates that are available on the Council's website. The School Admissions Team are not able to process applications during the school holidays as they are unavailable for us to confirm admissions with. Where an application has been received over the holidays and is unable to be processed before the start of the new term we would expect the child to return to their current school until such time as a place can be offered.

I am a returning crown servant what should I do?

Applications for children of service personnel with a confirmed posting to the area will be considered in advance of the family arriving in the area provided the application is accompanied by an official letter from the commanding officer that declares a relocation date and a Unit postal address or quartering area address. Until a fixed address is provided, the LA will accept the Unit Postal Address or Quartering address as the Home Address for allocation purposes. The LA will not refuse a service child a place because the family does not currently live in the area, and will not reserve blocks of places for these children. Since September 2014, an in-year application is considered as normal and if a reasonable alternative cannot be offered, the child may be admitted as an "excepted pupil" under the School Admissions (Infant Class Sizes) (England) Regulations 2012. In circumstances where placing a child at a school that is deemed a reasonable alternative would mean admitting above the PAN, the LA will take into account the organisational structure of the school to determine whether it is the best interests of the child and children already attending the school. A reasonable alternative is defined as a school which is within the statutory maximum walking distance of 2 miles for a child who is under 8 years old and 3 miles for a child who is over 8 years old.

Fair Access Protocol

Schools must act in accordance with the Fair Access Protocol, which sets out how, outside the normal admissions round, schools in the area will admit their fair share of children with challenging behaviour, children excluded from other schools and children who arrive outside the admissions round who may have difficulty securing a school place. In these circumstances admission authorities, if necessary, admit above their PAN.

The operation of the Fair Access Protocol is outside the arrangements for coordination and is triggered when a parent of an eligible child has not secured a school place under in year admission procedures, even following the outcome of an appeal.

All Admission Authorities must participate with the Fair Access Protocol in order to ensure that unplaced children are allocated a school place quickly and that no school takes more than its share of children with challenging behaviour. All admission authorities must participate in the Fair Access Protocol. There is no duty on the LA or the admission authority to comply with parental preference when allocating places through the fair access protocol. The list of children included in the Fair Access Protocol must as a minimum include:

- a) children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the FAP;
- b) children living in a refuge or in other Relevant Accommodation at the point of being referred to the FAP;
- c) children from the criminal justice system;
- d) children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education;

- e) children with special educational needs (but without an education, health and care plan), disabilities or medical conditions
- f) children who are carers;
- g) children who are homeless;
- h) children in formal kinship care arrangements¹⁰;
- i) children of, or who are, Gypsies, Roma, Travellers, refugees and asylum seekers;
- j) children who have been refused a school place on the grounds of their challenging behaviour and referred to the FAP in accordance with paragraph 3.10 of the Code;
- k) children for whom a place has not been sought due to exceptional circumstances
- l) children who have been out of education for 4 or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted; and
- m) previously looked after children for whom the local authority has been unable to promptly secure a school place

Exception to this protocol - The LA has the legal power to direct a maintained school to admit a child in its care to a school best suited to that child's needs. This action will be taken in the best interests of the child. If the school best suited is an Academy, the LA and the Academy will usually come to an agreement, but if an Academy refuses to admit a child the LA must refer the case to the Secretary of State to direct the Academy to take the child.

In the vast majority of cases children and young people requiring a school place will continue to be admitted in accordance with the usual admission procedures rather than through this protocol.

Home to School Transport

Can I get help with transport?

It is your responsibility as a parent/carer to make sure that children go to school and this includes the necessary travel arrangements to and from school. However, in certain circumstances, we can provide support with travel.

Travel Support Includes

- Providing advice on safety when walking or cycling to school
- Receiving a mileage allowance
- Being given a bus pass
- Travelling on privately contracted transport with or without a Passenger Assistant
- Travelling on a vehicle with special facilities (e.g. a wheelchair lift)

Entitlement to free home to school transport
To qualify for home to school transport your child must

- Go to their designated area school; live over two miles (if aged under eight years) and three miles (if aged over eight years); or the walking route is unsafe.
- If you are a low income family (this is defined as a family whose children are entitled to free school meals or who are in receipt of their maximum level of Working Tax Credit) the Local Authority will provide free transport to one of the three closest schools between 2 and 6 miles away.

The designated area school is defined as the school within the designated transport area for the home address. Further information is available within the Education Transport Policy and associated transport areas. This can be viewed at https://maps.swindon.gov.uk/address_pri_transzone_lookup.html

An application form must be completed in all instances. Apply online at: https://www.swindon.gov.uk/info/20032/schools_and_education/414/school_travel_support. If you are refused assistance with transport, you do have the right to appeal against that decision.

Please contact education transport by E-mail TravelNorth@swindon.gov.uk or TravelSouth@swindon.gov.uk with any questions about school transport.

Residence

The child's home is considered to be the address where he or she normally lives with his or her parent/carer or legal guardian. In the case of shared custody arrangements the home address is considered to be the address to which the child benefit is paid.

Safe Walking Route

A safe route is a route between the home and school that it is safe for the child to walk accompanied by a responsible adult.

Denominational School Transport

From September 2012 the Local Authority withdrew the discretionary school transport for children on religious grounds. This was agreed by Cabinet on 2nd February 2011 and was phased out from September 2012.

Before you make your preference – Travelling to school information

Swindon Borough Council is fully committed to promoting walking, cycling and, for longer distances, use of public transport for the school journey. When you are thinking about the schools you would like your child to attend you should consider the following

- How will your child travel to the school you wish to apply for
- Children who walk or cycling to school are fitter; have better developed social skills, are more familiar with their surroundings, have better road sense and arrive at school more alert and ready to learn than those who are driven.



- Walking or cycling with your child allows you to spend time with them, teach them important life skills, keep yourself healthy, and for short journeys is often quicker than taking the car.
- By choosing a local school and being able to take an active part in your child's education, you are likely to achieve better results for your child as well as delivering a healthy and sustainable community.

Where walking, cycling or public transport are not feasible, car sharing may be an option. This can save time and money and helps to cut traffic congestion and air pollution as well as being sociable for children. Car sharing can also reduce the costs for children whose families do not own a car.

If you are interested in encouraging walking, cycling, or bus use for the school journey please speak to the Head Teacher who will be able to explain the school's travel plan to you, contact the School Travel Advisor on [the Education Transport Team on \(01793\) 445500](tel:01793445500) or email TravelNorth@swindon.gov.uk or TravelSouth@swindon.gov.uk.

Important: Choosing a school to which you can walk, cycle or travel by bus will not be taken into consideration when allocating school places.

- Unless the school you choose is less than 800 metres from your school you will probably choose to drive your child to school. This could be a long-term commitment—will you still want to / be able to drive your child to school in 5 years' time?
- Consider the cost of driving your child to school. Current figures put the average cost per family at over £500 per year.

Free School Meals

Your child may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on- paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit- if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get).

Your child may also get free school meals if you get any of these benefits and your child is both: younger than the school attendance absence/ compulsory age for starting school in full-time education.

Claiming Free School Meals means:

- Your child will receive a nutritious school meal free of charge
- Parents will save valuable time, money and energy in preparing packed lunches. Many packed lunches are very high in fat, sugar and additives
- Children can sit down together and enjoy a meal whilst at the same time developing social skills of eating together

Why should your children have school lunches

- It can provide a balanced meal which improves concentration and learning in the afternoon
- Convenience. Someone else preparing and cooking lunch for your child saves you worrying about a packed meal every day
- A well fed and happy child is more likely to be receptive to participating in the afternoon's activities

- The average school meal offers a selection of freshly cooked main meals and desserts
- every day, often including pasta, salad, fresh fruit and yoghurt.
- Lunch is an important part of a child's intake of nutrients for growth and development

All children in Reception, Year 1 & 2 are automatically entitled to free school meals.



How to apply

Complete an application form available from all schools or the Council. Or complete the online form at <http://www.swindon.gov.uk/freeschoolmeals>.

Get extra funding for your school

Claiming free schools meals gives your school more funding.

For 2023-2024 this is equal to

£1,455 per primary school pupil

£1,035 per secondary school pupil

PLEASE APPLY FOR FREE SCHOOL MEALS AS YOUR SCHOOL WILL BENEFIT FROM ADDITIONAL FUNDING IF YOU ARE ELIGIBLE



Other Education Services

Education Welfare Service

The Education Welfare Service (EWS) offers both a statutory and traded service to schools, as it seeks to support children, families and schools to improve and maintain high levels of school attendance for all pupils, leading to increased attainment. EWS can offer advice, guidance and support to parents if they have unresolved issues with schools or when they need advice or support regarding education options available to them and their child.

Education Welfare Officers (EWOs) work closely in partnership with school staff, children, families and other services in order to try and resolve issues that may prevent a child/children from attending school, and reduce persistent absence through a range of strategies including:

Weekly consultation meetings with school staff
School attendance meetings with pupils, parents and school staff
Home visits

As part of our Graduated Response towards poor school attendance, we offer a wide range of measures including:

Issuing warning letters to parents on behalf of schools for non-school attendance
Issuing fixed penalty fines
Home Office Cautions
Legal case discussions which may result in prosecution.

Children Missing Education (CME)

Education Welfare Service is also responsible for the issuing and monitoring of Child Employment Work Permits; Performance and Entertainment licences, all of which require good school attendance.

Education Welfare Service is also responsible for Children Missing in Education (CME) and Elective Home Education (EHE).

Elective Home Education (EHE)

Parents have the legal responsibility for ensuring that their children are properly educated and we respect their right to electively home educate their child. EWS will seek to offer advice, guidance and support to parents in order to ensure that home educated children are in receipt of a suitable full-time education. If you have any queries on EHE then please contact EHE@swindon.gov.uk.

If you would like further information, advice or support from Education Welfare please contact 01793 465050 or please email the Early Help Hub if you require signposting to a wide range of services EHHub@swindon.gov.uk.



Swindon Virtual School

The core purpose of the Virtual school is to monitor and raise the educational achievement of all children in care who are living in Swindon or who are looked after by Swindon Local Authority but living in another part of the country.

The Virtual School is not a learning environment or teaching tool- the schools/education settings where children and young people are enrolled have full responsibility for their education. Our role is to work in partnership with these schools and other education providers and act as the most ambitious and aspirational corporate parents we can be.

In Swindon the Virtual School consists of a Headteacher, a Lead Consultant for Vulnerable pupils and an administrative support officer. There is also a Designated Nurse Team for looked after children, who work closely with the virtual school.

Education Welfare Service

The Education Welfare Service is a traded service working within



The Virtual School Headteacher

All local authorities must have a Virtual school Headteacher (VSH) who manages the Virtual School of looked after children and leads on the promotion of the educational achievements of looked after children. It is a statutory role.

The Virtual School Head is responsible for:

- maintaining an up-to-date roll of looked after children for whom the local authority is responsible
- have knowledge and information about every looked after children attending the local authority schools
- informing head teachers and designated teachers in schools if they have a looked after child on roll
- supporting the identification of, and access to, school places for looked after children
- knowing how looked-after children are doing academically
- gathering information about their education placement, attendance and educational progress
- monitoring progress and achievement, identify where individual or groups of looked after children are underperforming and work with school to address any issues.

VSHs are also responsible for managing **pupil premium** funding for the children they look after and for allocating it to schools and alternative provision (AP) settings (these are places that provide education for children who can't go to a mainstream school).

Children who have been in local-authority care for 1 day or more attract £2,535 of pupil premium funding.

VSHs are also responsible for managing the **early years pupil premium (EYPP)**. They're in charge of giving the premium to the early years providers that educate looked-after children (children in local-authority care) who are taking up the **free early education entitlement** for 3- or 4-year-olds.

Contacts

Advisory Centre for Education	http://www.ace-ed.org.uk/ Email: enquiries@ace-ed.org.uk
Department for Education	https://www.gov.uk/government/organisations/department-for-education
Education Funding Agency	https://www.gov.uk/government/organisations/education-and-skills-funding-agency
Office of the Schools Adjudicator	https://www.gov.uk/government/organisations/office-of-the-schools-adjudicator
Office for Standards in Education (OFSTED) Has useful information regarding school standards	https://www.gov.uk/government/organisations/ofsted
Church of England Diocese	Director of Education Diocese of Bristol Board of Education First Floor Hillside House, 1500 Parkway North Stoke Gifford, Bristol BS34 8YU 0117 906 0100 – To contact reception please use the contact form HYPERLINK "http://www.bristol.anglican.org/aboutus/contactus/contact-form/" here.
Roman Catholic Diocese	Catholic Diocese of Clifton Clifton Diocese Dept of Schools and Colleges Alexandra House, 160 Pennywell Road Bristol, BS5 0TX Tel: (0117) 902 5599
SIAS, The SEND information, advice and support service (previously known as SENDIASS) provides information advice and support about education, health and social care for children and young people from 0 to 25 years with special educational needs and disabilities, as well as their parents and carers.	To access information, advice or support visit https://www.swindon.gov.uk/sendias or contact the team at SIAS@swindon.gov.uk

Swindon Borough Council Contacts

School Admissions Monday – Friday	Tel: (01793) 445500 Email: schooladmissions@swindon.gov.uk
Free School Meals	Tel: (01793) 445500 (Business Support Unit)
Special Educational Needs and Disability Service	Tel: (01793) 445500 (SEND Service) Email: SENDSERVICE@swindon.gov.uk
Education Transport Services	Tel: (01793) 445500
Admission Appeals Clerk	Email: admissionappeals@swindon.gov.uk Tel: (01793) 445500 (Appeals Clerk)
Children Missing in Education	Email: CME@swindon.gov.uk Tel: (01793) 445500 (Education Welfare)
Education Welfare Service	Central South: (01793) 465030 Central North: (01793) 465050 South: (01793) 463177 North: (01793) 465778

Other Local Authorities

<p>Gloucestershire County Council School Admissions</p>	<p>Telephone: (01452) 396396 and choose the option you need Text telephone: (01452) 396161 Email: school.admissions@gloucestershire.gov.uk</p>
<p>Oxfordshire County Council School Admissions</p>	<p>Tel: (01865) 792422 Email: admissions.schools@oxfordshire.gov.uk</p>
<p>Wiltshire Council School Admissions</p>	<p>School Admissions Tel: (01225) 713010 Email: admissions@wiltshire.gov.uk</p>



Frequently Asked Questions

Q. Is my child's primary school a feeder for the secondary school?

A. Some of the secondary schools in Swindon have partner or feeder schools. You should consult the school's policy to understand whether your child's school feeds into a secondary school.

Q. I want my child to go to a grammar school – can I apply for one?

A. Yes. Even though there are no grammar schools in Swindon, you can apply for a grammar school in another local authority's area. You still need to complete the application form through Swindon and you can still only apply for three schools including any grammar schools.

Q. I am basing my preferences on where my child minder will pick up from – will you take this into account?

A. No. Applications are only considered against the school's oversubscription criteria. No priority is given in relation to child minders.

Q. My child will be taken to school by their grandparents – can I use their address to apply for my place?

A. No. The address on your application must be that where child is resident with his parent or carer. You cannot use other addresses to make your application.

Q. Are applications considered on a first come first serve basis?

A. No. As long as your application is received by the Admissions Team by the 31st October 2023 it will be considered as an ontime application.

Q. I want my child to go to the school I used to attend, can they get priority?

A. No. Applications are only considered against the school's oversubscription criteria. No priority is given in relation to where a parent or other family member attended. If you already have other children who will still attend at the point your child is admitted, this is taken into consideration.

Q. Why should I put down three preferences?

A. This gives us the best opportunity to offer a place at one of your preferred schools. If you only put one school we will only consider one school.

Online Question and Answers

Q. What happens if I don't get one of my preferences?

A. If we cannot offer any of your preferences you will be allocated the nearest school to your home address which has a place available.

Q. I am having trouble viewing / accessing the online system from my tablet / ipad / smart phone.

A. The software supplier recommends that you use Internet Explorer via a PC/laptop. You may experience difficulties using other devices and internet browsers.

Q. I can't drive. What if I cannot take my child to the school allocated?

A. It is your responsibility to get your child to school. The local authority can help in certain circumstances, see transport information.

Q. I have registered but not received my verification email – why is this?

A. Your email can take up to 24hrs to arrive. Please also check that you used the correct email address to register and also that the email has not gone into a spam/junk folder.

Q. Whose details do I use in the "applicant" section?

A. In the "applicant" section you need to enter your own details. Your child's details are entered later once you have received your registration verification email.

Online Question and Answers- continued

Q. How do I apply for a school outside Swindon?

A. On the screen where you type in your school preference you can search for a school using a postcode, or by selecting a different local authority.

Q. I can't find the school I want to apply for?

A. All Swindon schools and most other schools are listed automatically, if you are trying to find a school outside swindon try using the postcode or the Local Authority to search. If you still can't find it, contact the School Admissions Team who can ensure that it is available.

Q. How do I know I have submitted my application correctly?

A. You will receive an email confirming that you have submitted your application. Also on the home screen the status of the application will say "Application submitted"

Q. I have changed my email address can you please change it?

A. Only the registered user can change their email address, you can do this by logging onto the system using your current details and then click "Change my login details"

Q. I have forgotten my password and cannot access my account?

A. Please email Educationpasswordreset@swindon.gov.uk who can enable your password to be resubmitted.

- ✓ Remember to submit your application
- ✓ If you make changes remember to resubmit your application
- ✓ Unsubmitted applications are not considered

Application checklist

Please print and keep for your own reference.

Have you

1. Considered the schools you prefer by

- a. Visiting the school? Yes No
- b. Attending an open day/evening? Yes No
- c. Looking at their website? Yes No
- d. How your application will be considered – e.g. the oversubscription criteria Yes No

2. Considered how you will get your child to each school you are applying for? Yes No

Making your application

Using the online system

1. Make a note of your user name
2. Password
3. Secret answer
4. Have you received email notification that you have submitted your application? Yes No

Remember – only submitted applications will be considered by the LA

5. Have you ticked to say that you want to receive your offer by email? Yes No

Remember – you will only receive an email if you tick to request this.

Your application

1. Make a note of the preferences you have made

- 1st
- 2nd
- 3rd

2. If necessary have you submitted a supplementary information form for all your preferences?

Yes No

School Admissions

Swindon Borough Council
Wat Tyler House
Beckhampton Street
Swindon
SN1 2JH

Apply online at www.swindon.gov.uk/secondaryschoolplaces
Closing date: 31 October 2023

This information can be reproduced in large print
or other accessible formats by emailing:
customerservices@swindon.gov.uk