Secondary School Admissions Guide for September 2018

Closing date: 31 October 2017
If your child is born 1st September 2006 – 31st August 2007 you need to apply for a Secondary School place by 31st October 2017.

“I will make lots of friends at school”

“I’m going to big school”

School Admissions Drop in sessions
Tuesday 26th September, 2:00pm – 5:00pm
North Swindon Library
Orbital Shopping Centre
Thamesdown Drive
Swindon
SN25 4AN

School Admissions Drop in sessions
Friday 5th October, 2:00pm – 5:00pm
Swindon Borough Council Offices
Committee Room 2
Civic Offices
Euclid Street
SN1 2JH
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Closing date: 31 October 2017  |  Apply online at [www.swindon.gov.uk/secondaryschoolplaces](http://www.swindon.gov.uk/secondaryschoolplaces)
Dear Parent / Carer


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 help this.

This booklet has been produced to make the admission’s process easy to understand. The information aims to help parents/carers of children who are due to start a secondary school for the first time in September 2018. It also provides information 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. It outlines the arrangements for offering children’s places at Swindon schools and other matters that could affect their education.

All our 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 its expectations of the children, its approach to partnership with the parents and the community it serves. You will also want to ensure that your child is safe, happy and able to get the best from their education. To gain a full and clear picture of the schools you are considering, we do suggest you visit before making your preferences.

To make applying for your child’s school place even easier, you can apply online. Just go to www.swindon.gov.uk/secondaryschoolplaces 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 online application right up to the closing date of 31st October 2017 and you will receive an automatic email response to confirm the status of your application. The Admissions Team will hold drop in sessions on the 26th September from 2 p.m. to 5 p.m. at the North Swindon Library, and on the 6th October from 2 p.m. to 5 p.m. at Swindon Borough Council Offices (please see details on page 2), for you to come and ask questions regarding the admissions process.

Finally, I would like to wish your child every success and happiness in their school life. I hope they will make all the progress you and we would wish.

Yours sincerely.

David Haley
Corporate Director: Children’s Services (DCS)

Peter Nathan
Head of Education (Commissioning)
The Co-ordinated Admissions Scheme for Secondary Schools for September 2018

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 either online or by using the Council's hardcopy Common Application Form. If an online application is made, a hard copy is not necessary. The online system will be available to make applications from 1st September 2017 until the national closing date of 31st October 2017.

The online or hardcopy 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 or the hardcopy Common Application Form by the closing date of 31st October 2017 for the application to be considered as ontime. Hard copy applications received after this date will be treated as late.

Applications for the University Technical College (UTC)

Please note that for September 2018 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 2018 need to apply direct to the College and need to contact them for all details.

KEY DATES

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Application process opens</td>
<td>Friday 1st September 2017</td>
</tr>
<tr>
<td>National closing date for ontime applications</td>
<td>Tuesday 31st October 2017</td>
</tr>
<tr>
<td>Swindon will send applications to other Local Authorities and own admitting authority schools</td>
<td>Friday 1st December 2017</td>
</tr>
<tr>
<td>Ranked lists to be returned by Swindon admission authorities</td>
<td>Friday 12th January 2018</td>
</tr>
<tr>
<td>Deadline for proof and changes of address to be received</td>
<td>Friday 12th January 2018</td>
</tr>
<tr>
<td>Swindon LA to notify schools of offers made</td>
<td>Friday 16th February 2018</td>
</tr>
<tr>
<td>Offers made to Swindon residents</td>
<td>Thursday 1st March 2018</td>
</tr>
<tr>
<td>Deadline for parents to accept place</td>
<td>Thursday 15th March 2018</td>
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</tbody>
</table>
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 or Admissions Drop in sessions.
   - 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:
     - Are you in the school’s catchment area?
     - Was the school oversubscribed in the previous year?
     - How many school places were allocated in the previous year?
     - Which oversubscription criteria would your child be considered under?
     - 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 either completing a paper application or complete an application online at [http://www.swindon.gov.uk/secondaryschoolplaces](http://www.swindon.gov.uk/secondaryschoolplaces).
   - If applying by paper application, the form must be returned to School Admissions at Swindon Borough Council. **Do not send the application to the school.**
   - Check you are applying on the correct form.
   - 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.
   - Sign and date the form (only signed forms are accepted).
   - Ensure the application reaches the School Admissions Team 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** – School Admissions do not acknowledge the receipt of paper applications. You can contact us if you wish to check we have received your application. If you apply using the Online Service you will automatically receive an email receipt.

Closing date: 31 October 2017   |   Apply online at [www.swindon.gov.uk/secondaryschoolplaces](http://www.swindon.gov.uk/secondaryschoolplaces)
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 2018 is received by the Admissions Team by the closing date of the 31st October 2017. Any application received after this date will be considered and treated as a late application. Please note that if you apply and submit your application online you will receive an automatic email to confirm that the Admissions Team have received the application. If you apply using the hard copy application form, the Team do not send acknowledgements of receipt; however, parents are welcome to contact School Admissions to confirm receipt.

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community</td>
<td>A school controlled by the Local Authority and not influenced by business or religious groups. These schools follow the National Curriculum.</td>
</tr>
<tr>
<td>Academy</td>
<td>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.</td>
</tr>
<tr>
<td>Voluntary Aided</td>
<td>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.</td>
</tr>
<tr>
<td>Voluntary Controlled</td>
<td>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.</td>
</tr>
<tr>
<td>Foundation</td>
<td>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.</td>
</tr>
<tr>
<td>Free School</td>
<td>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. There are currently no free schools in Swindon.</td>
</tr>
<tr>
<td>Trust School</td>
<td>A type of Foundation School which forms a charitable trust with an outside partner. There are currently no trust schools in Swindon.</td>
</tr>
<tr>
<td>Special school</td>
<td>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.</td>
</tr>
<tr>
<td>UniversityTechnical College</td>
<td>University technical colleges specialise in subjects like engineering and construction. They teach these subjects along with core subjects, business skills and using IT.</td>
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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, the LA will be required to decide which preference(s) to be recorded and this will be done by using the application made by the person who lives at the property where the child resides at their home address as defined below.

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, but where they do not, the LA will determine the home address. 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 **Friday 12th January 2018**. 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 **Friday 13th January 2018** 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 on your behalf.

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.

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 (whether that is two hard copy applications, one online and one hard copy, or two online applications), 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 on time. There is less chance of getting a place at a preferred school if the application is late. This is because on time applications are considered first. The closing date for applications is 31st October 2017. 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 hard copy application form which is available from the One Stop Shop (Swindon Direct) or on the last page of this document. Your application form will be considered as a late application. You cannot make an online application if you have missed the deadline.
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 2018, parents may submit a change of preference. All changes of preference must be submitted in writing.

Please request a change of preference form from schooladmissions@swindon.gov.uk if you wish to submit a change of preference.

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 signing the application form, or 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 oversubscription criteria but could not be offered their 1st preference.

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. A summary of each school’s policy is given within the School Details section and for more information you can go to http://www.swindon.gov.uk/admissionarrangements2017.

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.

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.

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 2018.
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

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<tr>
<td>A</td>
<td>A looked after or previously looked after child as defined above</td>
</tr>
<tr>
<td>B</td>
<td>Any child who has a sibling(^1) attending the preferred school at the same time as he or she is due to be admitted</td>
</tr>
<tr>
<td>C</td>
<td>Any child living within the school’s catchment area(^2)</td>
</tr>
<tr>
<td>D</td>
<td>Any child not living in the school’s catchment area(^2)</td>
</tr>
</tbody>
</table>

\(^1\) 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 2018. If you have made an online application and you requested to be notified by email, you will receive an email during the 1st March 2018. You can also log onto the online system to see the outcome of your application.

An offer letter will be posted out to everyone who has made an application to the address used to make their application. This is sent by second class post and is posted on 1st March 2018. If you have not received this after a week, please contact the School Admissions Team.

What do I do after I have received my letter?

If you are happy to accept the place offered, you need to complete the reply slip at the bottom of your offer letter and send it to the address detailed. If your school is in Swindon this normally means that you will send the reply slip directly to the school. If you are allocated a school outside Swindon, you will normally send your reply back to Swindon School Admissions Team.

If you are not happy to accept the place offered, please contact the School Admissions Team to discuss alternative options.
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 2018 intake this will be from the 1st March 2018 (Secondary Offer date) until 31st August 2019. 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.
Free School Application Process
For September 2018 it is planned to open a new secondary school in Swindon. This is:
Great Western Academy www.gwacademy.co.uk
The Free School opening guide includes a section about school admissions and the process for parents to apply in the first year of opening that the following information relates to.
According to Department for Education Guidance, the Free School will not be officially established until the funding agreement between the school and the Department for Education has been signed, therefore, parental preference for the Free School must sit outside of the co-ordinated process as the new school project is in pre-opening stage. This is because, in law, a local authority can only make a firm offer for a place at an open school. For these new schools the local authority will handle the admission process as if the school were in co-ordination, but if the funding agreement is not signed by national offer day, the local authority would make a conditional offer for the free school alongside a firm offer for another open school. The new schools are proposing oversubscription criteria can be found following the links to the schools websites above.

Parents would submit the application form to their home Local Authority, naming the free school as one of their preferences, and normal deadlines would apply (31 October for secondary schools). Parents are encouraged to name other preferences as well, in case the free school doesn’t open in time. The intention is to make the process as close to applying for other schools in Swindon. If you would like to discuss your options and how to apply please contact the schools above or the school admissions team on schooladmissions@swindon.gov.uk

Can I appeal because I have been refused a place?
When a child is not offered a place at a school for which they have expressed a preference, they have the right for their preference to be considered further by an independent appeals panel.

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.

For many of the schools in Swindon, the appeal process is administered by the Council’s Law and Democratic Services department. However, if the school is Voluntary Aided or Academy, you are advised to contact the school itself for information on how to appeal. For all other schools, please contact the Admissions Team for information and to obtain an appeal form. The School Admissions Team can be contacted at (01793) 445500 or by email at schooladmissions@swindon.gov.uk

All written appeals should be submitted within 20 school days of the letter informing you that your child has not been allocated a place at your preferred school. This should be sent to Law and Democratic Services, SBC, Euclid Street, SN1 2JH.

If you would like further information solely on the appeal process before deciding whether to submit an appeal or not, please contact Stuart Figini on (01793) 463612 or email sfigini@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 2017, 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 by 15th February 2017 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 2018) 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.
Exceptional Circumstances
Children and young people without an EHC plan can be placed in special schools and special post-16 institutions only in the following exceptional circumstances:

- where they are admitted to a special school or special post-16 institution to be assessed for an EHC plan with their agreement (in the case of a young person) or the agreement of their parent (in the case of a child), the local authority, the head teacher or principal of the special school or special post-16 institution and anyone providing advice for the assessment.

- where they are admitted to a special school or special post-16 institution following a change in their circumstances with their agreement (in the case of a young person) or the agreement of their parent (in the case of a child), the local authority and the head teacher or principal of the special school or special post-16 institution. Where an emergency placement of this kind is made the local authority should immediately initiate an EHC needs assessment or re-assessment.

- where they are in hospital and admitted to a special school which is established in a hospital, or

- where they are admitted to a special academy (including a special free school) whose academy arrangements allow it to admit children or young people with SEN who do not have an EHC plan and in agreement with the LA

Where can I get further advice
All mainstream schools have a qualified teacher who is a Special Educational Needs Co-ordinator (SENCO) who will lead on Special Educational Needs and inclusion. You can ask these people to explain how their school includes children with Special Educational Needs. Every mainstream setting (including Academies and Free Schools) is required to produce a Special Educational Needs Policy and Accessibility Plan. These should be published on the school website alongside their contribution to the Local Offer.

The Local Offer
Local authorities are required to publish a Local Offer, setting out in one place information about provision they expect to be available across education, health and social care for children and young people in their area who have SEN or are disabled, including those who do not have EHC plans.

The Local Offer has two key purposes:

- To provide clear, comprehensive, accessible and up-to-date information about the available provision and how to access it, and

- To make provision more responsive to local needs and aspirations by directly involving disabled children and those with SEN and their parents, and disabled young people and those with SEN, and service providers in its development and review.

Swindon’s Local Offer can be found here: www.mycaremysupport.co.uk

If parents/families do not have access to the internet, they are advised to seek the support of their child’s setting; who will signpost them

Special Educational Needs Disability information
Advice Support Service (SENDIASS)
SENDIASS is a confidential free service to provide independent advice and support to parents and carers around SEND in Swindon. They can explain how the admissions process is different for children and young people with EHCP’s (and Statements) and how these assessments are carried out. They can give an overview of the specialist provisions in Swindon. Contact via the administrator for more information on 01793 466515

Independent Support (IS)
The Independent Support (IS) service is provided by Swindon Advocacy Movement (SAM). The service has been created to support families and young people with a Special Educational Need (SEND).

Any family considering making a request for an Education, Health and Care Plan (EHCP) or are approaching their conversion from an old
Statement to an EHCP can access support from
the IS team. The IS Team works to ensure parents
and young people have the information and
confidence to request or contribute to their
Education Health and Care Plan.

If your child already has a Statement or an
Education, Health and Care plan we can work
with you to prepare for their Annual Review;
to think about Outcomes, prepare for the
transition to another school or college or to start
planning leaving education and moving towards
Adulthood. IS supporters are based at the SAM
Shop, 37 Regent Street in Swindon’s town centre.
Alternatively the service can be contacted by
phoning us on 01793 542266 or emailing us
atinfo@swindonadvocacy.org.uk

The Special Educational Needs Assessment
Team (SENAT)
SENAT 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
senat@swindon.gov.uk or by telephoning

(01793) 463084
(01793) 463245
(01793) 465747

Care and support at your fingertips
Go online at www.mycaremysupport.co.uk for the fastest
way to discover information and advice on a host of services
and support for children and young people.

Children and young people
Information on schools, leisure clubs, childcare and support for
health needs is now easily accessible for families.

“It’s great to have so much information at
the click of a button.”
Gwen, Parent

Free information, advice and support is also available at
The Swindon Advice and Support Centre (SAASC),
Sanford Street, Swindon, SN1 1QH (01793) 466633
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.

| Published Admission Number. The total number of children the school will admit in September 2018 in the relevant year group. |
| Number of children on Roll. This is the number of children attending the school on the census day in January 2017. |
| 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. |
| 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. |
| Link to School Website. Click on the school’s logo to access the school’s website. |

Transport

The nearest bus services which serve the school are given.

Breakfast and After School Clubs

Where a school has indicated they have breakfast and after school clubs this has been shown. Please contact the school directly for information.
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.

<table>
<thead>
<tr>
<th>Description</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAN</td>
<td>The maximum number of children which the school published to admit.</td>
</tr>
<tr>
<td>Ontime 1st pref</td>
<td>The number of ontime applications made where the school was indicated as a first preference.</td>
</tr>
<tr>
<td>All ontime</td>
<td>The number of ontime applications made where the school was indicated as a first, second or third preference.</td>
</tr>
<tr>
<td>Total</td>
<td>The total number of places allocated (this includes all ontime and late preferences and those offered as an alternative school).</td>
</tr>
<tr>
<td>SEN</td>
<td>The number of places allocated to children with a Statement of Special Educational Needs or Education Health and Care Plan.</td>
</tr>
<tr>
<td>LAC</td>
<td>The number of places allocated to children who are looked after or previously looked after (includes late applications).</td>
</tr>
<tr>
<td>Sib</td>
<td>The number of places allocated to children who had a sibling at the school at the point of admission (includes late applications).</td>
</tr>
<tr>
<td>Catch</td>
<td>The number of places allocated to children who were allocated that lived in the catchment area.</td>
</tr>
<tr>
<td>Dist</td>
<td>The number of places allocated to children based on distance from the school.</td>
</tr>
<tr>
<td>Furthest point offered</td>
<td>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.</td>
</tr>
<tr>
<td>Appeals received</td>
<td>The number of appeals received for the school.</td>
</tr>
<tr>
<td>Appeals heard</td>
<td>The number of appeals that went to the hearing stage.</td>
</tr>
<tr>
<td>Appeals successful</td>
<td>The number of appeals that were successful and the child gained a place at the school.</td>
</tr>
</tbody>
</table>
Abbey Park School
DFE 866 4088
Redhouse Way, Swindon SN25 2ND

Head Teacher
Mr C Zimmerman Executive Principal
Mr J Young Operational Principal

Type of School
Community

Phone
01793 705400

Fax
01793 707596

Email
ask@abbeyparkschool.org.uk

School Website
www.abbeyparkschool.org.uk

School Hours
8.45am – 3.10pm

Breakfast Club
N/A

After School Club
3.15pm – 4.15pm Session 6 clubs and sports fixtures

Public transport
N/A

Over-subscription criteria
A. A looked after child or previously looked after child.
B. Any child who has a sibling 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;
D. Any child not living in the school’s catchment area.

Nova Hreod Academy falls within the catchment area for Abbey Park School however it has a different catchment area.

<table>
<thead>
<tr>
<th>Year</th>
<th>PAN</th>
<th>Onetime Pref</th>
<th>All On Time Pref Received</th>
<th>Total places allocated</th>
<th>Furthest point offered</th>
<th>Appeals received</th>
<th>Appeals heard</th>
<th>Appeals successful</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>240</td>
<td>158</td>
<td>270</td>
<td>Total: 219</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>2016</td>
<td>240</td>
<td>156</td>
<td>285</td>
<td>Total: 175</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2015</td>
<td>240</td>
<td>183</td>
<td>346</td>
<td>Total: 216</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### The Commonweal School

**DFE 866 5410**  
The Mall, Swindon, Wiltshire SN1 4JE

- **Head Teacher**: Mr Robert Linnegar
- **Type of School**: Academy
- **Phone**: 01793 612727
- **Fax**: 01793 513437
- **Email**: ldaryan@commonweal.co.uk
- **School Website**: www.commonweal.co.uk
- **School Hours**: Week A 8.40am-3.00pm; Week B 8.40am-3.00pm Mon-Thurs Fri – 8.40am-2.00pm
- **Breakfast Club**: N/A
- **After School Club**: Various
- **Public transport**

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#### Catchment area

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

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#### Oversubscription criteria

Please see the schools Admissions Policy available on the schools website or at https://www.swindon.gov.uk/info/20071/school_places_and_admissions/705/school_admission_arrangements/4

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<table>
<thead>
<tr>
<th>Year</th>
<th>PAN</th>
<th>Ontime 1st pref</th>
<th>All ontime Pref received</th>
<th>Total places allocated</th>
<th>Furthest point offered</th>
<th>Appeals received</th>
<th>Appeals heard</th>
<th>Appeals successful</th>
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<td>2017</td>
<td>230</td>
<td>230</td>
<td>419</td>
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<td>1.253 mi</td>
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<tr>
<td>2016</td>
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<td>255</td>
<td>477</td>
<td>1 2 14 85 106 22 230 1.253 mi</td>
<td>6</td>
<td>4</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td>216</td>
<td>208</td>
<td>416</td>
<td>5 2 11 72 86 40 216 N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
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
Fax: 01793 431461
Email: enquiries@dorcan.co.uk
School Website: www.dorcan.co.uk
School Hours: 8.45am - 3.00pm
School Open Evening: 28th September 2017
6.00pm - 8.30pm
Visits October 2017
3rd, 5th, 10th, 12, 17th
9.20am, 10.20am, 11.45am
or by appointment
Has Sixth Form: No
Breakfast Club: No
After School Club: No
Public transport: 2

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

<table>
<thead>
<tr>
<th>Year</th>
<th>PAN</th>
<th>1st pref</th>
<th>Onetime Pref received</th>
<th>All ontime Pref received</th>
<th>SEN</th>
<th>LAC</th>
<th>Feeder &amp; SIF</th>
<th>Feeder</th>
<th>Sib</th>
<th>Dist</th>
<th>Total</th>
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<th>Appeals heard</th>
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<td>110</td>
<td>185</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2016</td>
<td>190</td>
<td>166</td>
<td>247</td>
<td>2</td>
<td>1</td>
<td>42</td>
<td>111</td>
<td>9</td>
<td>19</td>
<td>184</td>
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</tr>
<tr>
<td>2015</td>
<td>190</td>
<td>171</td>
<td>238</td>
<td>1</td>
<td>0</td>
<td>48</td>
<td>111</td>
<td>9</td>
<td>18</td>
<td>187</td>
<td>N/A</td>
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Oversubscription criteria

Please see the schools Admissions Policy available on the schools website or at https://www.swindon.gov.uk/info/20071/school_places_and_admissions/705/school_admission_arrangements/4
Great Western Academy

DFE
c/o New College, Queens Drive, Swindon, SN3 1AH

Head Teacher          Mr Graham Davis
Type of School        Academy
Phone                  01793 732809
Email                 gwaadmissions@newcollege.ac.uk
School Website        www.gwacademy.co.uk
School Hours          Monday - Thursday 8.30am - 4.30pm
                     Friday 8.30am - 3.10pm
School Open Evening   26th September 2017
                     6.30pm - 8.00pm at Tadpole Farm
                     Primary School
Has Sixth Form        Yes, Year 12 opening in
                     September 2018. 6th Form
                     Open Evening Evening - 17th October
                     2017 from 6.30pm – 8.00pm
Breakfast Club        Yes
After School Club      The school will be open until 5:30pm
                    for students for further independent
Public transport      4

Oversubscription criteria

Please see the schools Admissions Policy available on the schools website or at https://www.swindon.gov.uk/info/20071/school_places_and_admissions/705/school_admission_arrangements/4
You may need to complete a SIF - please check the schools Admissions Policy

<table>
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<tr>
<th>Year</th>
<th>PAN</th>
<th>Ontime 1st pref</th>
<th>All ontime Pref received</th>
<th>Total places allocated</th>
<th>Furthest point offered</th>
<th>Appeals received</th>
<th>Appeals heard</th>
<th>Appeals successful</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>2017</td>
<td>190</td>
<td>241</td>
<td>468</td>
<td>3</td>
<td>4</td>
<td>67</td>
<td>77</td>
<td>4</td>
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<tr>
<td>2016</td>
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<td>217</td>
<td>434</td>
<td>1</td>
<td>2</td>
<td>68</td>
<td>62</td>
<td>4</td>
</tr>
<tr>
<td>2015</td>
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<td>438</td>
<td>3</td>
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<td>52</td>
<td>56</td>
<td>4</td>
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</table>

Oversubscription criteria

Please see the schools Admissions Policy available on the schools website or at https://www.swindon.gov.uk/info/20071/school_places_and_admissions/705/school_admission_arrangements/4
Kingsdown School
DFE 866 5407
Hyde Road, Swindon, Wiltshire SN2 7SH

Head Teacher: TBC
Type of School: Academy
Phone: 01793 822284
Fax: 01793 828756
Email: head@kingsdownschool.co.uk
School Website: www.kingsdownschool.co.uk
School Hours: 8.40am – 3.10pm
School Open Evening: Wednesday 28th September 6.00pm – 8.00pm
Has Sixth Form: No
Breakfast Club: The Breakfast Club runs for 9 weeks each long term, starting at 7.40. The club is targeted at those with weak literacy and numeracy skills.

After School Club: A range of after school clubs are available throughout the year for students to participate in. Our LRC is also open until 5pm each day.

Public transport: 6

<table>
<thead>
<tr>
<th>Year</th>
<th>PAN</th>
<th>1st pref</th>
<th>All Pref received</th>
<th>SEN</th>
<th>LAC</th>
<th>Sib</th>
<th>Feeder</th>
<th>Catch</th>
<th>Dist</th>
<th>Total</th>
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<th>Appeals received</th>
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<td>267</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Contact school for details</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2016</td>
<td>252</td>
<td>209</td>
<td>324</td>
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<td>3</td>
<td>63</td>
<td>105</td>
<td>6</td>
<td>43</td>
<td>223</td>
<td>N/A</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2015</td>
<td>252</td>
<td>239</td>
<td>354</td>
<td>5</td>
<td>0</td>
<td>43</td>
<td>116</td>
<td>7</td>
<td>77</td>
<td>248</td>
<td>N/A</td>
<td>0</td>
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<td>0</td>
</tr>
</tbody>
</table>

Oversubscription criteria
Please see the schools Admissions Policy available on the schools website or at https://www.swindon.gov.uk/info/20071/school_places_and_admissions/705/school_admission_arrangements/4
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
Fax  01793 525466
Email  admin@lawnmanor.org
School Website  www.lawnmanor.org
School Hours  8.40am - 3.00pm
Nursery  N/A
Breakfast Club  Breakfast available from 8am
After School Club  Please see Enrichment offer on Academy website
Public transport  13, 14, 16, 17, 18

Year  PAN  1st pref  Pref received  Total places allocated  Furthest point offered  Appeals received  Appeals heard  Appeals successful
2017  200  78  207  Contact school for details  127  N/A  0  0  0
2016  200  96  247  1  0  40  89  32  162  N/A  0  0  0
2015  200  126  244  3  0  48  72  28  151  N/A  0  0  0

Oversubscription criteria
Please see the schools Admissions Policy available on the schools website or at https://www.swindon.gov.uk/info/20071/school_places_and_admissions/705/school_admission_arrangements/4
Lydiard Park Academy
DFE 866 4086
Grange Park, Swindon, Wiltshire SN5 6HN

Head Teacher
Mr Gary Pearson

Type of School
Academy

Phone
01793 874224

Fax
01793 876274

Email
ask@lydiardparkacademy.org.uk

School Website
www.lydiardparkacademy.org.uk

School Hours
8.40am – 3.00pm

Nursery
Breakfast Club
After School Club
Public transport

1, 1a.
The school also organises a bus to serve North and West Swindon

 Oversubscription criteria
Please see the schools Admissions Policy available on the schools website or at https://www.swindon.gov.uk/info/20071/school_places_and_admissions/705/school_admission_arrangements/4
Nova Hreod Academy
DFE 866 4084
Akers Way, Swindon, Wiltshire SN2 2NQ

Head Teacher
Mr Darren Barton
Type of School
Academy
Phone
01793 528800
Fax
01793 549111
Email
admin@novahreodacademy.org.uk
School Website
www.novahreodacademy.org.uk
School Hours
8.20am – 3.00pm Mon – Thur
8.20am – 2.30pm Fri
Nursery
N/A
Breakfast Club
Yes Stella Diner open 8.00am
After School Club
Extra Curricular offer for all Year
Public transport
12, 15

Abbey Park School is located within the catchment area for Nova Hreod Academy; however has a different catchment area.

<table>
<thead>
<tr>
<th>Year</th>
<th>PAN</th>
<th>Ontime 1st pref</th>
<th>All ontime Pref received</th>
<th>Total places allocated</th>
<th>Furthest point offered</th>
<th>Appeals received</th>
<th>Appeals heard</th>
<th>Appeals successful</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
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<td>141</td>
<td>252</td>
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<td>197</td>
<td>N/A</td>
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<td>0</td>
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<tr>
<td>2016</td>
<td>180</td>
<td>141</td>
<td>231</td>
<td>4</td>
<td>0</td>
<td>40</td>
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<td>2015</td>
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<td>228</td>
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<td>1</td>
<td>228</td>
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Oversubscription criteria
Please see the schools Admissions Policy available on the schools website or at https://www.swindon.gov.uk/info/20071/school_places_and_admissions/705/school_admission_arrangements/4
The Ridgeway School and Sixth Form College
DFE 866 5417
Inverary Road, Wroughton, Swindon, Wiltshire SN4 9DJ

Head Teacher: Mr J. Povoas
Type of School: Secondary School and Sixth Form College
Phone: 01793 846100
Fax: 01793 815065
Email: admin@ridgewayschool.com
School Website: www.ridgewayschool.com
School Hours: 8.45am – 3.15pm
Nursery: No
Breakfast Club: No
After School Club: No
Public transport: 9, 15, 71, 153, 154, 155, 156, 157
Late bus: 155, 157 (Tue, Wed and Thu only)

Year PAN Ontime 1st pref All ontime Pref received Total places allocated Furthest point offered Appeals received Appeals heard Appeals successful

<table>
<thead>
<tr>
<th>Year</th>
<th>PAN</th>
<th>Ontime</th>
<th>1st pref</th>
<th>All ontime</th>
<th>Pref received</th>
<th>SEN</th>
<th>LAC</th>
<th>Sib</th>
<th>Staff</th>
<th>Feed &amp;Cat</th>
<th>Cat</th>
<th>WHF</th>
<th>Dist</th>
<th>Total</th>
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</tr>
</thead>
<tbody>
<tr>
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<td>286</td>
<td>535</td>
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<td></td>
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<td>167</td>
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<td>482</td>
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Oversubscription criteria
Please see the schools Admissions Policy available on the schools website or at https://www.swindon.gov.uk/info/20071/school_places_and_admissions/705/school_admission_arrangements/4

You may need to complete a SIF - please check the schools Admissions Policy
St Joseph’s Catholic College
DFE 866 5409
Ocotal Way, Swindon, Wiltshire SN3 3LR

Head Teacher
Mr P. Hughes

Type of School
Academy

Phone
01793 714200

Fax
N/A

Email
info@stjosephscollege.net

School Website
www.stjosephscollege.net

School Hours
8.20am – 3.00pm

School Open Evening
Wednesday 4th October 2017

Has Sixth Form
Please contact for details

Breakfast Club
N/A

After School Club
N/A

Public transport
7

The school does not have a catchment area.

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

<table>
<thead>
<tr>
<th>Year</th>
<th>PAN</th>
<th>On-time 1st pref</th>
<th>All on-time Pref received</th>
<th>Total places allocated</th>
<th>Criteria</th>
<th>Appeals received</th>
<th>Appeals heard</th>
<th>Appeals successful</th>
</tr>
</thead>
<tbody>
<tr>
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<td>270</td>
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<tr>
<td>2016</td>
<td>232</td>
<td>232</td>
<td>382</td>
<td>272</td>
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<td>8</td>
<td>7</td>
</tr>
<tr>
<td>2015</td>
<td>232</td>
<td>226</td>
<td>355</td>
<td>232</td>
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</table>

Oversubscription criteria

Please see the schools Admissions Policy available on the schools website or at https://www.swindon.gov.uk/info/20071/school_places_and_admissions/705/school_admission_arrangements/4
Swindon Academy
DFE 866 6905
Beech Avenue, Swindon, Wiltshire SN2 1JR

Head Teacher  Karen Stokes  
(Ruth Robinson Principal)  
Ms M. Adamson  
(Grammar Stream Coordinator)

Type of School  Academy
Phone  01793 426900
Fax  01793 426901
Email  admin@swindon-academy.org
School Website  www.swindon-academy.org/

School Hours  8.20am-3.35pm
Breakfast Club  7.45am – 8.30am daily
After School Club  Daily 3.35pm – 4.35pm
School Capacity  Years 7 – 11 – 900  
Including Sixth Form 1200
Public transport  11, 24

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

Additional Information:
Entry to the Grammar Stream is subject to passing the entrance exam which will take place on Saturday 1st April 2018 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.

<table>
<thead>
<tr>
<th>Year</th>
<th>PAN</th>
<th>Ontime 1st</th>
<th>All ontime Pref received</th>
<th>Total places allocated</th>
<th>Furthest point offered</th>
<th>Appeals received</th>
<th>Appeals heard</th>
<th>Appeals successful</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>SEN Attend SA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>LAC Sib Dist Med Total</td>
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<td>2017</td>
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Oversubscription criteria
Please see the schools Admissions Policy available on the schools website or at https://www.swindon.gov.uk/info/20071/school_places_and_admissions/705/school_admission_arrangements/4
Applications made to schools outside of the Swindon Area
As at 1st March 2017

The statistics concerning the allocation of places in Swindon schools are shown with the individual school details, however parents are also able to apply for schools outside the Swindon area. The following table shows the number of ontime applications made to schools outside of Swindon and the places which were allocated.

<table>
<thead>
<tr>
<th></th>
<th>Preferences received</th>
<th>Places allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Wiltshire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bradon Forest School</td>
<td>118</td>
<td>149</td>
</tr>
<tr>
<td>Malmesbury School</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>St John’s School and Community College</td>
<td>14</td>
<td>3</td>
</tr>
<tr>
<td>The Royal Wootton Bassett Academy</td>
<td>89</td>
<td>100</td>
</tr>
<tr>
<td>Devizes</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Oxfordshire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faringdon Community College</td>
<td>8</td>
<td>7</td>
</tr>
<tr>
<td>Gloucestershire</td>
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<tr>
<td>Cirencester Deer Park School</td>
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<td>2</td>
</tr>
<tr>
<td>Farmors School</td>
<td>50</td>
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</tr>
<tr>
<td>Gloucester High School For Girls</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Kingshill School</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Marling School</td>
<td>12</td>
<td>11</td>
</tr>
<tr>
<td>Pate’s Grammar School</td>
<td>20</td>
<td>2</td>
</tr>
<tr>
<td>Ribston Hall High School</td>
<td>5</td>
<td>11</td>
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<tr>
<td>Sir Thomas Rich’s School</td>
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<td>8</td>
</tr>
<tr>
<td>Stroud High School</td>
<td>19</td>
<td>12</td>
</tr>
<tr>
<td>The Crypt School</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Other LA</td>
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<td></td>
</tr>
<tr>
<td>Alwood CofE</td>
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<td>1</td>
</tr>
<tr>
<td>Burford</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Cox Green</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Honiton</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Lavington</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Newlands</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Queen Elizabeth School</td>
<td>0</td>
<td>2</td>
</tr>
</tbody>
</table>
Transferring in Year 10

If your child is currently in Year 9 (born between 1st September 2003 and 31st August 2004) you can apply for your child to attend the University Technical College.

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 that for September 2018 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 2018 need to apply direct to the College and need to contact them for all details.

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 2017 and offers will be made in January 2018. Please contact the college for further details.
**UTC Swindon**

**DFE 866 4000**

Bristol Street, Swindon, Wiltshire SN1 5ET

<table>
<thead>
<tr>
<th>Head Teacher</th>
<th>Ms Joanne Harper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of School</td>
<td>UTC</td>
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<tr>
<td>Phone</td>
<td>01793 207920</td>
</tr>
<tr>
<td>Fax</td>
<td>N/A</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:info@utcswindon.co.uk">info@utcswindon.co.uk</a></td>
</tr>
<tr>
<td>School Website</td>
<td><a href="http://www.utcswindon.co.uk">www.utcswindon.co.uk</a></td>
</tr>
<tr>
<td>School Specialism</td>
<td>Engineering</td>
</tr>
<tr>
<td>School Hours</td>
<td>8.30am – 5.00pm (Tues-Thurs) 8.30am – 4.00pm (Mon/Fri)</td>
</tr>
</tbody>
</table>

| 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 |

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

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

**Oversubscription criteria**

Please see the schools Admissions Policy available on the schools website or at [https://www.swindon.gov.uk/info/20071/school_places_and_admissions/705/school_admission_arrangements/4](https://www.swindon.gov.uk/info/20071/school_places_and_admissions/705/school_admission_arrangements/4)
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

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 3 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 the 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 6 school weeks.

- 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. Any applications will be sent on to the relevant authority.

Frequently Asked Questions for transfers during the school year:

I am moving into Swindon how do I apply for a school place?
To apply for a place in a Swindon School you will need to complete an in-year application form. 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 of 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.

**What to consider before transferring**

Before submitting your application you should consider the following

a. Your child will have to make new friends at a new school and may feel isolated or lonely.

b. Schools may not follow the same curriculum. Your child may be required to follow a different curriculum and/or may miss out or repeat parts of a curriculum.

c. Are there places available at the school(s) you are applying for? Have you checked this with School Admissions?

d. How will your child travel to the new school?

e. Have you considered the costs of buying a new school uniform?

f. Do you wish for your child to start school at the beginning of a new term? If so you need to send the application to the School Admissions Team in plenty time to be processed. Please be aware the Team receive increased numbers of applications at the beginning and end of terms which may increase the processing time.

Closing date: 31 October 2017 | Apply online at [www.swindon.gov.uk/secondaryschoolplaces](http://www.swindon.gov.uk/secondaryschoolplaces)
What to consider before transferring

Before submitting your application you should consider the following

a. Your child will have to make new friends at a new school and may feel isolated or lonely.

b. Schools may not follow the same curriculum. Your child may be required to follow a different curriculum and/or may miss out or repeat parts of a curriculum.

c. Are there places available at the school(s) you are applying for? Have you checked this with School Admissions?

d. How will your child travel to the new school?

e. Have you considered the costs of buying a new school uniform?

f. Do you wish for your child to start school at the beginning of a new term? If so you need to send the application to the School Admissions Team in plenty time to be processed. Please be aware the Team receive increased numbers of applications at the beginning and end of terms which may increase the processing time.

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:

- Children from the criminal justice system or Pupil Referral Units who need to be reintegrated into mainstream education.
- Children who have been out of education for two months or more
- Children of Gypsies, Roma, Travellers, Refugees and Asylum Seekers
- Children who are homeless
- Children with unsupportive family backgrounds for whom a school place has not been sought
- Children who are Carers
- Children with special educational needs, disabilities or medical conditions (but without a statement)
- Year 11 Children moving into the Swindon area

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 an escort
• 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 http://www.swindon.gov.uk/el/el-schoolscolleges/Pages/el-schoolscolleges-school-travelsupport.aspx

An application form must be completed in all instances. These can be obtained from School Admissions or Passenger Transport Services (details below). These must be sent to Passenger Transport Services for consideration. If you are refused assistance with transport, you do have the right to appeal against that decision. Please contact Passenger Transport Services on (01793) 466213 or alternatively E-mail passengertransport@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.

Spare Seats Policy
It may be possible to purchase a seat on transport which is provided e.g. school bus. Please contact the Transport Services for details.

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 that those who are driven.
• 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.
• 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 (01793) 466335 or email stars@swindon.gov.uk

For details of our ‘Safer and Smarter Journeys to School’ strategy please go to http://www.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.
Free School Meals

Children in Year 3 and above are entitled if their parents/carers receive
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State 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

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

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 2017-17 this is equal to
£1320 per primary school pupil
£935 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 is a traded service working within schools to promotes good attendance. Education Welfare Officers (EWOs) work closely with school staff, families and other colleagues in order to try and resolve issues that may prevent a child/children from attending school. Other responsibilities include Child Employment, Performance/Entertainment, Children Missing in Education and Elective Home Education.

Children Missing Education (CME)
Education Welfare has a responsibility to track and monitor pupils who are:
- Not on a school roll or being educated otherwise (e.g. privately or at home)
- On a school roll and been absent for a substantial period of time, which in Swindon is 4 weeks or more
- Missing from school and school have been unable to contact the parent
- The Education Welfare Officer’s role is to ensure that these pupils are being supported to return to Education. If you have any queries on CME then please contact cme@swindon.gov.uk

Exclusion and Re-integration Officer
The role of the Exclusion and re-integration officer is to support schools by providing advice and casework support specifically relating to the exclusion process. In the first instance, any matter relating to exclusion should be discussed with school staff.

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 £1,900 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 |
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<td>Department for Education</td>
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<tr>
<td>Education Funding Agency</td>
<td><a href="https://www.gov.uk/government/organisations/education-funding-agency">https://www.gov.uk/government/organisations/education-funding-agency</a></td>
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| 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  
All Saints Centre  
1 All Saints Court  
Bristol, BS1 1JN  
Tel: (0117) 9727 7454 |
| 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 5593 |
| SENDIASS  
Offers parents / carers advice regarding Special Educational Needs | Tel: (01793) 465515  
http://swindonparentpartnershipservice.moonfruit.com/ |

### Swindon Borough Council Contacts

| School Admissions  
Monday – Friday 9am- 5pm | Tel: (01793) 445500  
Fax: (01793) 465770  
Email: schooladmissions@swindon.gov.uk |
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<tr>
<td>Free School Meals</td>
<td>Tel: (01793) 445500 (Business Support Unit)</td>
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| Special Educational Needs Assessment Team | Tel: (01793) 463084  
Tel: (01793) 463245  
Tel: (01793) 465747  
Email: senat@swindon.gov.uk |
| Passenger Transport Services | Tel: (01793) 466213 |
| Admission Appeals Clerk | Tel: (01793) 463612 |
| Children Missing in Education | Tel: (01793) 465030 |
| Education Welfare Service | Central South: (01793) 465030  
Central North: (01793) 465050  
South: (01793) 463177  
North: (01793) 465778 |
| Exclusion and Reintegration Officer | Tel: (01793) 465731 |
## Other Local Authorities

<table>
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<tr>
<th>Local Authority</th>
<th>Contact Information</th>
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| **Gloucestershire County Council School Admissions** | Access to Learning  
Gloucestershire County Council  
Shire Hall, Westgate Street  
Gloucester, GL1 2PT  
Tel: (01452) 425407  
Fax: (01452) 425713  
Email: school.admissions@gloucestershire.gov.uk |
| **Oxfordshire County Council School Admissions** | School Admissions Team  
Oxfordshire County Council  
County Hall, New Road  
Oxford, OX1 1ND  
Tel: (01865) 815175  
Fax: (01865) 783198  
Email: admissions.schools@oxfordshire.gov.uk |
| **Wiltshire Council School Admissions** | School Admissions  
School Buildings and Place  
Department for Children and Education  
Bythesea Road, Trowbridge  
BA14 8JB  
Tel: (01225) 713010  
Fax: (01225) 713775  
Email: admissions@wiltshire.gov.uk |

Closing date: **31 October 2017**  
Apply online at [www.swindon.gov.uk/secondaryschoolplaces](http://www.swindon.gov.uk/secondaryschoolplaces)
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 3 schools including any grammar schools.

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. 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. 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.

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 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. 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 2017 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. 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.

Closing date: 31 October 2017 | Apply online at www.swindon.gov.uk/secondaryschoolplaces
Online Question and Answers

Q. Why should I apply online?

A. It’s quick and easy and accessible 24 hours a day. You will receive email confirmation of your submitted application. You can receive your offer of a place by email on offer day.

Q. I need to apply for a Junior / Secondary school and have been given a UID number – what is it?

A. This is a unique number that you can enter into your application and it will pre-populate your child’s details from the information already held by the LA. You can apply without this number.

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

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. 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.

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.
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. 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 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. I have changed my email address can you please change it?
A. Please email datamanager@swindon.gov.uk who can enable your password to be resubmitted.

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

✔ 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. You will also receive a letter if you tick the email option*

## Making a hard-copy application

1. Date application sent to School Admissions?
2. Checked application has been received? [Yes] [No]

*Remember – the LA do not acknowledge the receipt of paper applications automatically*

## 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 Application Sept 2018

For children born between 1st September 2006 and 31st August 2007 (Secondary)

This form should only be used by Swindon residents.

Please read the Secondary Admissions Guide carefully before completing this form.

1. Child’s Details

<table>
<thead>
<tr>
<th>Child’s Legal Forename(s)</th>
<th>Child’s Legal Surname</th>
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Gender                  Date of Birth D D M M Y Y  

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<tr>
<th>Child’s Permanent Home Address</th>
<th>If you intend to move, the new address</th>
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Postcode                  Postcode  

Date of intended move     

If you intend to move, you must provide proof of the new address by 13th January 2018. Proof should be in the form of either a solicitor’s letter confirming exchange of contracts or a signed tenancy agreement.

Child’s current school  

1st Parent/Carer living at home address  2nd Parent/Carer living at home address

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<th>Title</th>
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Surname                  Surname  

Relationship to child   Relationship to child  

Home Phone No           Home Phone No  

Work/Mobile No          Work / Mobile No  

Email                   Email  

2. To help us deal with your application, please complete the following (tick as appropriate)

Does your child have a statement of Special Educational Needs or Education Health and Care Plan?  Yes □ No □

Has your child previously been or is currently in the care of the Local Authority?  Yes □ No □

(If the child is currently looked after, has previously been looked after and is subject to an adoption, child arrangements or special guardianship order, please provide information and a copy of any relevant order which is in relation to the child.)

Local Authority       Date became “Looked After”  

Name of Social Worker Tel No  

Has the child ever been permanently excluded from a school? (If yes, provide details)  Yes □ No □

Are you a returning Crown Servant / Service Family? (please provide proof of posting)  Yes □ No □

If you are applying for other children (eg twins or triplets) in this admission round, please indicate.

Name Date of Birth D D M M Y Y
3. **Preferred Schools**

You can name up to three schools that you would prefer for your child. Any preferences for schools outside of the Swindon Borough Council area will be forwarded to the relevant Authority for consideration.

**Failure to name 3 preferences may result in your child being allocated a school not of your preference that could be some distance from your home address**

- You can give full reasons for each preference. Each preference will be considered against the oversubscription criteria for a school. If there is not enough space for your reason please use additional sheets of paper.
- If you are applying for a Voluntary Aided, Foundation or Academy School, you may also need to complete a
- If your child has any brothers or sisters living in the same family unit currently attending the Secondary School you are applying for, please indicate in the space provided.

<table>
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<th>First preference school</th>
<th>Office use</th>
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**Reasons**

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<th>Name of sibling</th>
<th>DoB (DDMMYY)</th>
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<th>Second preference school</th>
<th>Office use</th>
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**Reasons**

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<th>Third preference school</th>
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**Reasons**

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4. **Declaration**

I understand that School Admission Authorities reserve the right to verify the information given on this form. Any offer of a place will be on the basis that the information is accurate and up to date. I confirm that the above information is correct. I understand that providing false information may lead to the offer of a place being withdrawn.

I have read and understood the **Secondary Admissions Guide 2018-19 and related information in association with applying for a Secondary school place** (available online or on request from Swindon Direct, Beckhampton Street).

Personal information contained in this form is subject to the Data Protection Act 1998. Data may be exchanged with other local authorities and central government where necessary as part of the admission process. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided as part of this application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Yes [ ] No [ ]

I confirm I have parental responsibility for the child

Yes [ ] No [ ]

I confirm all parties with parental responsibility are in agreement with the application

Yes [ ] No [ ]

Please note, failure to complete both of these questions may affect how the application is processed

Signature of parent [ ] Date [ ]
Notes.
Closing date: **31 October 2017**
Apply online at [www.swindon.gov.uk/secondaryschoolplaces](http://www.swindon.gov.uk/secondaryschoolplaces)

School Admissions, Swindon Borough Council, Beckhampton Street, Swindon SN1 2JH
Tel: **01793 445500**  Fax: **01793 465770**  Email: schooladmissions@swindon.gov.uk