

## **HIGHWORTH WARNEFORD SCHOOL - ADMISSIONS POLICY for September 2022 Entry**

Highworth Warneford School is an Academy, which means the Governors of the school are responsible for their own admission policy and arrangements. Swindon Local Authority administers all admissions for Highworth Warneford School, on behalf of the Governing Body.

Highworth Warneford School is an 11 - 16 mixed comprehensive school, serving the market town of Highworth and the surrounding areas. Students are admitted to Highworth Warneford School at age 11 without reference to ability or aptitude.

### **ADMISSIONS PROCEDURE**

Applications must be made through the Local Authority's Coordinated Scheme and all instructions and deadlines in the scheme should be adhered to by applicants. Late applications are dealt with in accordance to the scheme procedures.

Full details of the scheme can be found on their website at [www.swindon.gov.uk](http://www.swindon.gov.uk). In brief the scheme is outlined below:

- Parents/Carers are able to make an online application or apply using a hard copy application form. All applications must be submitted to Swindon Local Authority Admissions Team. If you make an online application, you do not need to also make a hard copy application. Parents can express an equal preference for up to 3 schools.
- The closing date for all applications is the 31<sup>st</sup> of October 2021. All applications must be submitted by this date.
- Offers will be made to parents by Swindon Local Authority on the 1<sup>st</sup> of March 2022.
- Any child refused a place at a school will be put on a waiting list for the school and informed of their right to appeal against this decision.
- Parents/Carers must accept or refuse the offer of a school place by the 15<sup>th</sup> of March 2022.

### **PUBLISHED ADMISSIONS NUMBER (PAN)**

The published admission number of children aged 11 for the academic year commencing on 1<sup>st</sup> of September 2022 will be 150.

### **OVERSUBSCRIPTION CRITERIA**

When applications for admission exceed the number of places available in any year group, the following oversubscription criteria will be applied in the order set out below, to decide which students to admit:

1. A child who has a Statement of Special Educational Needs will be admitted to the school named on the child's statement.
2. A 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function defined by Section 22 (1) of the Children Act 1989.
3. Any child who has a sibling attending the school at the time of admission.
4. Children who are attending one of the feeder schools for Highworth Warneford School: Southfield Junior School, Westrop Primary School and St Leonard's CE Primary Academy, at the time of the application.
5. Children that live within the defined catchment area for Highworth Warneford School.
6. Any child of a staff member employed at the school for 2 or more years at the time of which the application for admission is made.
7. Children that do not live within the catchment area for Highworth Warneford School and do not attend a feeder school.

In all cases where schools are oversubscribed, distance measured as a straight line will be used to prioritise applications, within the over-subscription criteria. Distance will be determined from the applicant's home address to the school on the following basis:

*The distance between the applicant's home and school is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school with those living closest to school receiving higher priority.*

If the direct distance does not separate applicants, places will be offered by random allocation. The random process will be repeated and any previous random order will be discarded. In the case of multiple births, the Governing Body of Highworth Warneford School may decide to admit all children.

## **DEFINITIONS AND DETAILS**

### **SIBLINGS**

Sibling refers to a child who has a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the 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 the sibling who is attending Highworth Warneford School at the time of admission.

### **LOOKED AFTER CHILD**

A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function defined by Section 22 (1) of the Children Act 1989. This also applies to a 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. If children have ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided.

### **CATCHMENT AREA**

A catchment area is a geographical area set around the school from which children are admitted. A map of this area is available for inspection by parents at the school and on the school website. It is also attached below as Appendix 1. Priority is given to those living in the catchment area closest to Highworth Warneford School. This distance is measured as a straight line from the centre point of the school site to the centre point of the child's home address. (If there is a joint address please see the Home Address section below to determine which address will be used.)

### **FEEDER SCHOOLS**

Highworth Warneford School has strong links with the following local schools in the area and therefore priority is given to applications from children who attend these schools (see oversubscription criteria as listed above):

- Westrop Primary School
- St Leonards CE Primary Academy
- Southfield Junior School

### **CHILDREN OF STAFF**

Highworth Warneford School will prioritise children of a member of staff who has been employed at the school for two or more years at the time at which the application for admission to the school is made.

A supplementary information form is required to be completed under this criteria. This can be found in Appendix 2 and is available from the Schools Admissions Officer. The form must be returned to the school in order to be considered under this criterion.

### **HOME ADDRESS**

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. The school 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 school will consider the home address to be with the parent with primary day to day care and control of the child. In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child's home address.

### **WAITING LIST**

If your child has been refused a place at Highworth Warneford School, he or she will automatically be placed on the school's waiting list. Names can only be removed from the list if a parent has requested that we do so or if a place has been offered. Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application. Please note that waiting lists are created according to the over-subscription criteria and no preference is given to the amount of time spent on the list. Your child could move down the list as a result, as well as up. Highworth Warneford School will keep a waiting list for each year group for one academic year.

## **LATE APPLICATIONS**

The closing date for applications is the 31<sup>st</sup> of October 2021. Applications may be submitted after this date but they will be considered as late applications, which means they will not be considered until all the on-time applications have been considered. 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.

## **CHILDREN WITH SPECIAL EDUCATIONAL NEEDS**

Pupils with a statement of special educational needs at the time of allocation are required to be admitted to the school named on their statement. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of the Special Educational Needs Assessment Team (SENAT) at which point this policy ceases to apply.

## **APPLICATION OUTSIDE THE NORMAL AGE**

Parents of gifted or talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside of their normal age group. Admission Authorities must make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group of the school.

Evidence will be required in the above circumstances from a Senior Medical consultant, Educational Psychologist and/or other relevant professionals. Swindon LA will carefully consider applications for children outside the normal age group, but for all year groups the decision will be made between the parents and the primary school based on the individual circumstances of each case.

In the instance that the child has not started school (or is not statutory school age), or it is before the child needs to apply for a school place, the LA may have discretion to decide whether the child would need to be put back an academic year on the circumstances outlined above. Evidence may be required from a Senior Medical consultant and/or Educational Psychologist. This discretion would only be used in exceptional circumstances where it would have to be proved that it was in the child's interest to be put back an academic year. This may have already been picked up by the Special Educational Needs Assessment Team (SENAT) through the Early Years Panel.

## **IN-YEAR ADMISSIONS**

The school will consider in-year admissions in line with Swindon's LA coordinated scheme. This process is summarised in our 'School Admission – in Year Policy' which can be viewed on our website.

## **APPEALS PROCEDURES**

Any child who is refused a place at the school has the right to appeal against this decision to an independent panel. Parents would need to complete an appeal form, available from the school or Local Authority, and this would need to be submitted to the clerk of the independent appeals panel. Please contact the school or the Local Authority for further information.

## **FAIR ACCESS PROTOCOL**

Highworth Warneford School recognises the Local Authority's Fair Access Protocols and will adhere to these.