

## **In-Year Coordinated Admissions Scheme - September 2020-21**

This is the final and determined policy for In Year Coordination for September 2020-21.

The main components of this are:

- Parents must apply online using the Swindon Borough Council's online system.
- Parents can express up to 3 preferences and this must be submitted via the online system to the Admissions Team at the Council.
- The Local Authority coordinates all applications for all schools.
- All applications will be considered under the Equal Preference Scheme and therefore all preferences will be considered at the same time. This speeds up the consideration of each application as every parent will have an offer / refusal on the entire application (all preferences).
- Under the Equal Preference Scheme, places will be offered to the highest preference possible.
- This Scheme will apply to all schools including VA, Foundation, Academy, Community, Free School and VC. The LA is the admitting authority for Community and VC schools and this scheme is applicable to these schools.
- This scheme only applies for children wishing to transfer to a Swindon School. If Swindon residents wish to apply for a place outside of Swindon they will need to apply to the school / or that Local Authority directly, and not through this system.
- Information regarding children's applications will be sent electronically via Egress to schools. This is only information that is relevant to the consideration of the application.
- All applications will be considered in process periods (batches) and not individually in preference order.
- As one of the peak times for in year admissions is September to October, and to ensure that we offer as many places before the October census, there will be as more offer dates during September to October.
- The process periods are every 30 school days and therefore the LA will offer places every 30 school days, which works out as one offer date per month approximately.
- There is an in year calendar of dates which is available to parents on the Council's website that shows when each process period is open, closed and when places will be offered and parents notified.
- Each process period has an open and close date, and within this period the LA will receive applications. On each closing date any application must be submitted online by **12 noon** of that day for it to be considered in that process period.
- If the school parents are applying for schools that also need a supplementary form these are available on the Council's website or on the schools website. However, these must be submitted at the same time as the application (or before the closing date) and if these are not submitted it may affect the rank of the application. Supplementary forms must be

submitted directly to the school. Please note that a Supplementary Form alone is not an application for a school place, parents must have also completed an online admissions application.

- The Admissions Team will send the applications received in each process period to own admitting authority schools, and those not buying into the LA's traded service, for them to rank in order of their oversubscription criteria, and to send back to the LA within the required time limit.
- Even if schools have space, they must not admit the child until they have completed an in year application online and the application has been processed by the School Admissions Team, regardless of the circumstances. This is to ensure that the correct application is considered for any place available.
- On the offer dates, the LA will send all schools an electronic list of all the children offered a place at their schools.
- On the parent notified dates, the LA will send out the offer of a place via email.
- Once the places have been offered, all schools will then have to undertake any investigative work that they deem necessary for that particular student, including obtaining the child's school records and history. No admissions should be held up unduly waiting for this information.
- The Admissions Team will need up to date numbers for children in each year group for all schools on a regular basis to ensure that the correct number of places can be offered.
- As the LA is considering applications in process periods (batches), offers will be made for all year groups at all schools and therefore waiting list places will be offered at the same time, thus speeding up the process.
- Parents should refer to each individual schools admissions policy with regards to how they hold waiting lists and for how long children are on waiting lists.
- If a child is offered a place at a lower preference, they will remain on the waiting list for any higher preferences.
- There will be very exceptional cases that can be considered outside of a process period, for instance Looked After Children, Children who are subject to Domestic Violence and living at the Women's Refuge / or appropriate alternative, Year 11 protocol children, and children with EHCP's.
- Children who are new to the Country or area and do not have a current school place in Swindon will continue to be offered an alternative school place to speed up the process of them being able to go to school.
- The Alternative school will be the next nearest school with a place available at that time.
- If parents are making applications for more than one child, the LA will consider each application separately. If one child is offered a place it does not necessarily mean that the other child will also be offered a place as this depends on the number of places available. The application form does request that that parents inform the LA if they would like to be allocated places at one school for all children even if this means it is a lower preference.

- Places must be taken up at the offered school within 28 school days. After this date the place will be withdrawn.
- Schools must inform the LA as soon as a child starts or leaves their school by via the Vacancy Spreadsheet sent to the LA.
- Children will be expected to remain on roll at the current school (if it is a Swindon school) and attending there, whilst their transfer to another school is in progress, unless they are new to the Country or area.