

**In Year Coordinated School Admissions Scheme for  
Reception to Year 11**

**2023-24**

## **In-Year Coordinated School Admissions Scheme - September 2023-24**

- 1.1 The scheme covers admissions for entry to all Community and Voluntary Controlled, Academy, Free School, Voluntary Aided, and Foundation schools in Swindon outside the normal admissions rounds for children transferring between phases of education (see the Coordinated Admissions Scheme for more details) for entry to year groups Reception through Year 11 (inclusive).
- 1.2 An Own Admitting Authority School (OAA) may opt out of this scheme but must inform the LA in writing by 1<sup>st</sup> August at the latest so that details can be published in the Scheme and Any school that opts out would be doing so from 2023 and would need to consult on this in the normal way.
- 1.3 Any OAA school that has withdrawn from the Scheme must adhere to the requirements set out in Part 4 of this Scheme.
- 1.4 A list of OAA schools in Swindon that are not part of the Scheme will be published online by 15 March 2023 and as part of the determined Scheme.
- 1.5 Applications outside the normal round of admissions (see the Co-ordinated Admissions Scheme) will be referred to in the Scheme as “in-year applications”.
- 1.6 The Local Authority (LA) has delegated the responsibility for admissions to Sixth Form (Years 12 and/or 13) to schools to administer locally. Parents should apply direct to schools for Sixth Form places.
- 1.7 The LA will coordinate in-year admissions to all mainstream schools in Swindon that are part of the Scheme. Therefore, applications from both residents and non-residents of Swindon for places in schools in Swindon that are part of the Scheme must be made to the LA. 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
- 1.8 The Governing Bodies or Academy Committees of OAA schools that are part of the Scheme remain responsible for setting admission rules, applying them and determining the offer of places. The LA **will not** make admissions decisions on behalf of OAA schools.

## **2. The Application:**

- 2.1 Parents must apply online using the Swindon Borough Council’s online system at [https://www.swindon.gov.uk/info/20071/school\\_places\\_and\\_admissions/422/changing\\_or\\_transferring\\_to\\_a\\_swindon\\_school](https://www.swindon.gov.uk/info/20071/school_places_and_admissions/422/changing_or_transferring_to_a_swindon_school) for schools that are part of the In Year Co-ordinated scheme. For those schools that are not part of the coordination, applications must be made to the

school direct, the application forms for these schools can be obtained from the school direct or from the Swindon Borough Council website

- 2.2 Parents will be able to request a maximum of 3 preferences on their application. These preferences can be for any mainstream school in Swindon that is part of the Scheme.
- 2.3 If parents are moving into Swindon they will need to provide proof of their address (see definitions below) and submit this at the time they submit their application. The Admissions Team will need the proof of address by the closing date. If the evidence is not provided the application will be considered on the current address and this may impact the consideration of the application in terms of the oversubscription criteria.
- 2.4 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 3 preferences). Under the Equal Preference Scheme, places will be offered to the highest preference possible
- 2.5 Information regarding children's applications will be sent electronically to schools. This is only information that is relevant to the consideration of the application.
- 2.6 All applications will be considered in process periods (batches) and not individually in preference order. The process periods will be 15 school days from receipt of application.
- 2.7 An in year calendar of dates will be published on the Council's website to show when each process period is open, closed and when places will be offered and parents notified.
- 2.8 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 be considered in that process period.
- 2.9 Some OOA schools require parents to also complete a Supplementary Information Form (SIF) in order to find out what criteria the child would come under e.g. if they are Baptised Catholic.
- 2.10 The SIF is available on the schools website. However, the SIF must be submitted at the same time as the application (or before the closing date). If these are not submitted it may affect the rank of the application.
- 2.11 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. Please note this is only relevant to OAA that are in the in year scheme.

- 2.12 The Admissions Team will send the applications received in each process period to the OAA school, 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. These will be sent using the School Admissions Portal.
- 2.13 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. This is to ensure that the correct application is considered for any place available.

### 3. Processing Applications and Offering Places

- 3.1 When reaching an admissions decision, Admissions Authorities **must** comply with Paragraph 2.7 of the 2021 School Admissions Code, which states that one individual must not make the decision. For mainstream OAA schools whether they are part of the Scheme or not, the decision must be made by the whole Governing Body or Admissions Committee or all Directors or an admissions committee established to make the decisions.
- 3.2 For schools that are their own OAA and have not bought into the LA's traded service, relevant details of a preference for a mainstream OAA school that is part of the Scheme will be forwarded by the LA to the school concerned so that a decision can be made by the Admissions Authority. The Admissions Authority will then be responsible for determining whether a place can be offered and for notifying the LA of the outcome of the preference within the timeframe specified in the calendar of dates.
- 3.3 OAA schools that have not bought into the LA's traded service, will hold admissions meetings as necessary (see 3.1 above) to ensure that the timescales set within the Scheme can be met. The Department for Education (DfE) advises that decisions of this kind can be taken by a minimum of two appointed representatives (Governors or Directors) and the meeting can be virtual.
- 3.4 The school must offer or refuse admission according to the number on roll and its own oversubscription criteria. The expectation is that the application will be successful except where the school can establish that there would be a prejudice to efficient education or the efficient use of resources should the child be admitted and where admission would breach the Infant Class Size Legislation which limits the class with a single teacher to 30 children where all or the majority are Reception , Year 1 or Year 2 age
- 3.5 If there are places available in the relevant year group and the number of applications is fewer than the number of available places, the Admissions Authority (which may be the LA or the LA acting on behalf of the mainstream OAA school that has asked the LA to act as its agent and process applications on its behalf) **must** comply with Paragraph 2.8 of the 2021 [School Admissions Code](#) and offer a place to every child who has applied for one.

- 3.6 If there are places available in the relevant year group but the number of applications exceeds the number of available places, the Admissions Authority (which may be the LA or the LA acting on behalf of a mainstream OAA school) **must** decide to whom the place or places are to be offered by prioritising the applications according to the determined and published over-subscription criteria.
- 3.7 If there are no places available in the relevant year group, the Admissions Authority (which may be the LA or the LA acting on behalf of the mainstream OAA School) **must** prioritise the applications according to the determined and published oversubscription criteria but will be unable to offer a place to any of the applicants.
- 3.8 Where the LA is the Admitting Authority or is acting on behalf of the OAA, the LA will apply the admissions criteria determined and published for that school to determine which children should be offered a place as set out in 3.6 to 3.7 above.
- 3.9 On the offer dates specified in the In Year Calendar, 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.
- 3.10 Where the LA processes an in-year application and it is not possible for a place to be offered at any of the preferred schools requested by the parent on the application, and the child is resident in Swindon and is attending a Swindon School or is Home Educated, the LA will not offer an alternative school place.
- 3.11 Where the LA processes an in-year application and it is not possible for a place to be offered at any of the preferred schools requested by the parent on the application, and the child is resident in Swindon and the child has no school place (is out of school), the LA will determine the nearest school within a reasonable distance that has a place available.
- 3.12 The Alternative school will be the next nearest school with a place available at that time.
- 3.13 If the nearest school within a reasonable distance that has a place available (see 3.11) is a mainstream OAA school that is not part of the Scheme, the LA will approach the school to request a place on behalf of the applicant as if an application for a place had been made direct to the school by the parent. The Admissions Authority for the school will consider the application on the same basis as if the LA's notification were an application (or preference) made by the child's parent direct to the school falling within Section 86 of the 1998 School Standards & Framework Act. The LA will notify the parent that the nearest school within a reasonable distance that has a place available is a school that is not part of the Scheme and advise the parent to make a direct application for a place at that school.
- 3.14 For all schools that are part of the Scheme, the LA will send formal written notification of the offer and/or refusal. Individual schools **must not** contact the parent in writing or by any other method until the LA has sent formal written notification.

- 3.15 If the child lives in England but outside Swindon, the LA will notify the current home LA that a place has been offered at a Swindon school (or an application was made for a place at a Swindon school(s) and no place was offered).
- 3.16 An offer of a school place will normally be available for no longer than 28 school days from the date on which the offer is made.
- 3.17 The School Admissions Team will require 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. Schools must provide this on the dates specified in the in year calendar. For those schools that are not part of the in year coordination numbers must be provided to the school admissions team when requested and provided within 2 days of the request.
- 3.18 If a place is refused at a school in any year group, the child will be placed on the waiting list for the school. 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.
- 3.19 If a child is offered a place at a lower preference, they will remain on the waiting list for any higher preferences.
- 3.20 There will be very exceptional cases that can be considered outside of a process period, for instance Looked After Children (CLA), Children who are subject to Domestic Violence and living at the Women's Refuge / or appropriate alternative, Asylum Seekers or Refugees. CLA applications will be processed within 5 school days.
- 3.21 If parents are making applications for more than one child, the LA (or OAA schools) 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 specify if they would like to be allocated places at one school for all children even if this means it is a lower preference.
- 3.22 All schools within the Scheme must inform the LA as soon as a child starts or leaves their school by via the Vacancy Spreadsheet sent to the LA.
- 3.23 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.

#### **4. Requirements on state-funded mainstream OAA schools that are not part of the Scheme**

If parents are applying for a school place at a school that has opted out of the in-year co-ordinated scheme, the parent must complete a separate application form, available on the Council's website and on the schools website directly. This must be sent to the school directly

and not the LA. If the LA does receive any application for OAA schools that are not part of the scheme the LA will pass these on to the school as soon as possible, within 2 school days.

As per the Code, all OAA must consider and determine applications made to them.

- 4.1 There is a legal requirement for schools to notify the LA of any in-year application submitted to them and its outcome. Mainstream OAA schools that are not part of the scheme must comply with this legal requirement.
- 4.2 In the interests of safeguarding, the LA would ask that OAA School's notify the LA of any in-year application on the day it is received by the school if possible, but within 2 school days at the most. The OAA must scan and email the application to the Admissions Officer for the School at the LA at [schooladmissions@swindon.gov.uk](mailto:schooladmissions@swindon.gov.uk)
- 4.3 The OAA must send a copy of the decision letter, once the application has been considered by the Governing body, to the Admissions Officer for the School at the LA at [schooladmissions@swindon.gov.uk](mailto:schooladmissions@swindon.gov.uk)

Mainstream OAA schools that are not part of the Scheme **must** send a formal written notification to the parent of the outcome of the application within 15 school days as per the School Admissions Code. Where an offer is made, the school **must** specify a date by when the child should join the school. This start date *should* not be more than 28 school days after the date of the offer. If a place cannot be offered, the school **must** provide details of its Waiting List.

- 4.4 If a place cannot be offered, the school **must** inform the parent of their right to a school admissions appeal and how they can lodge such an appeal. If a place cannot be offered, and the child is resident in Swindon and has no school place (is out of school), the school **must** provide a copy of the original application and the formal written notification without delay, so that the LA can determine the nearest school within a reasonable distance that has a place available or refer to the Fair Access Panel.
- 4.5 The LA **requires** correct information about where places are available. Therefore, all mainstream schools in Swindon **must** regularly update the LA about the number of children on roll in each year group and/or the number of places available in each year group. Schools that are not part of the Scheme **must** provide this information within 2 days of the request.
- 4.6 If the LA does not receive the information in 4.4 above, the LA will contact the individual school in the first instance to try to resolve the issue. It is of paramount importance for the child that the LA is notified within 2 days at the latest, of every application that the OAA receives to ensure the LA is aware of every child in the Borough. The LA will also report non-compliance that has not been resolved in its annual report to the Office of the Schools Adjudicator.

4.7 All schools in Swindon **must** inform the LA when a child leaves the School for any circumstances i.e. if they have moved to another Swindon School or if they have moved away. The school must also advise the LA when children have started at their school. Leaver / Starter forms will be available for this online.

## 5. School Admission Appeals

- 5.1 For all mainstream schools that are part of the Scheme, the LA will provide parents with details when sending the formal written notification of how to lodge a school admissions appeal where a place could not be offered that was listed as a higher preference on the application than the school offered.
- 5.2 Appeals for all Community and Voluntary Controlled schools in Swindon are handled by the Appeals Clerk, Democratic Services department of Swindon Borough Council, which is separate to the School Admissions Team. Parents will receive information about the online appeals process available at:  
[https://www.swindon.gov.uk/info/20071/school\\_places\\_and\\_admissions/973/school\\_admission\\_appeals](https://www.swindon.gov.uk/info/20071/school_places_and_admissions/973/school_admission_appeals)
- 5.3 Some mainstream OAA schools in Swindon that are part of the Scheme have purchased the school appeals service offered by the Appeals Clerk Services and parents will receive information about the online appeals process available if they have been refused a place through the Scheme.
- 5.4 Own admission authority schools must inform the local authority by **1 August** each year whether they intend to be part of the local authority's in-year co-ordination scheme (where this is offered) or whether they will be managing their own in-year admissions. By the same date, they must also provide the local authority with all the information that it is required to publish on its website, including application forms

## 6. Glossary and Definition of Key terms

In this scheme –

- “the LA” means Swindon Borough Council acting in their capacity as a Local (Education) Authority;
- “the LA area” means the Borough of Swindon;
- “Primary school” has the same meaning as in section 5(2) of the Education Act 1996;
- “Secondary school” has the same meaning as in section 5(2) of the Education Act 1996;
- “school” means – a Community, Voluntary Aided, Voluntary Controlled, Trust School, Foundation School, Academy, University Technical College, Studio School or Free School
- “Own admission authority”(OAA) in relation to a Community or Voluntary controlled school means the LA and, in relation to an Academy, Foundation, Voluntary Aided or Free school means the governing body of that school;
- “the specified year” means the school year beginning in September 2023



- “admission arrangements” means the determined arrangements which govern the procedures and decision making for the purposes of admitting pupils to a school.

### **Applications outside the Normal Age of Admission**

Parents may request that their child is admitted outside of their normal age group. They should include a request with their application, specifying any reason why admission out of the normal age group is being requested. We will decide based on the circumstances of the case and in the best interests of the child concerned. We will ask parents to provide as much supporting evidence as they wish to say why they are requesting admission outside the normal age group for a child. We will consider:

- the parent’s views;
- the views of the school’s head teacher;
- information about the child’s academic, social and emotional development submitted by the parent;
- information about the child’s medical history and the views of a relevant medical professional submitted by the parent;
- whether the child has previously been educated out of their normal age group;
- guidance from the Department for Education on the admission of summer-born children to Reception;
- whether the child may have fallen into a lower age group if it were not for being born prematurely.

Parents should consider the implications of a child being taught out of the normal age group. Any school the child later moves on to will not be obliged to continue to educate their child out of the normal age group.

We will reach a decision on which Year Group is appropriate for the child. We will then reach a decision whether place can be offered as it would for any application in that Year 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.

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 Admitting Authority for the school ( LA for maintained schools or Governing Body of the School) may have discretion to decide would only be used in exceptional circumstances where it would have to be proved that it was in the child’s interest. This may have already been considered by the Special Educational Needs Assessment Team (SENAT) through the Early Years Panel.

Evidence may be required in these circumstances information about the child’s academic, social and emotional development and where relevant, their medical history and the views of a medical professional and/or other relevant professionals. Swindon LA (as the admitting authority of LA maintained schools) 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 (as the admitting authority of LA maintained schools) 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 in these circumstances information about the child's academic, social and emotional development and where relevant, their medical history and the views of a medical professional and/or other relevant professionals.. 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.

### **Relevant Age Group**

The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.

### **Education, Health and Care Plan**

An Education, Health and Care plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

### **Proof of Address**

The LA reserves the right to ask parents for proof of their address. If the parents' current address is different to that held on the LA's computerised system the LA may ask parents to provide proof of the new address if one is indicated. Acceptable proof of address includes:

- A copy of your Council Tax Bill
- A solicitor's letter stating contracts have been exchanged and specifying a completion date
- A copy of the Child Tax Credit or Working Tax Credit award letter
- A signed and dated tenancy agreement plus proof of residency (e.g. copy of recent utility bill)

If parents fail to provide proof of a new address then, the LA will use the old address for admission purposes. If parents indicate they will be moving house, even if they provide the relevant proof of that address, they must move into that property by at least the end of the first term. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living in that address, the applications will be investigated and the place allocated may be withdrawn

For Overseas's nationals we will require proof of intention to move to the area if not received we will use the address they currently reside in If this is in another country, it would give the child a lower priority for admission to most schools.

- Mortgage or Rental Agreement for a property in the area
- Deeds for a property in the area
- A letter from an employer showing a transfer date to the area
- Registration with a local GP

## **Applications**

### In-year admission application

For in-year applications, the online Swindon In-year application form must be completed by all parents applying for Admission applying to transfer during the 2023-2024

### Supplementary Information Forms

An additional supplementary information form (SIF) may be required by an Academy, Foundation or Voluntary Aided school who require additional information in order to consider the application, this is available from the school. This may be for in-year and normal admissions round.

## **Children from Overseas**

Where applications are received from outside the United Kingdom, they will not be considered unless they the applicant can provide a photocopy or scan of his or her passport confirming a right of abode in this country; or a photocopy or scan of his or her passport including a valid visa or other document allowing for entry into the United Kingdom.

No offer of a school place will be made which may influence the decision of the United Kingdom Border and Immigration Agency.

Where a child is not currently in the United Kingdom, an application will be accepted:

- with a photocopy or scan of his or her passport confirming a right of abode in this country; or
- with a photocopy or scan of his or her passport including a valid visa or other document allowing for entry into the United Kingdom.

Where a child who is not a UK citizen has been resident in the UK before or after an Application is submitted and then leaves the country, evidence of right of return will be Required. It will not be assumed that a child will be in position to return to the country or to a previous address.

Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have a right of abode in the country are entitled to apply for a place at a maintained school. The passport or visa should be made available for inspection before an offer of a school place can be made. Asylum Seekers should make available evidence of their right of abode as provided by the National Asylum Support Service.

Overseas nationals entering the UK who wish to apply for a state-funded school must check that they have a [right of abode](#) or the conditions of their visas otherwise permit them to access a state-funded school.

## **Where Age is Disputed**

A parent may be required to provide evidence of the child's date of birth if he or she has not been previously admitted to a school in the United Kingdom. Where it is required, a short birth certificate is acceptable, as is a passport or a national identity card.

Where the child is in the Care of a LA and his or her age is unclear or in dispute, the child's

age will be determined before the offer of a school place or as soon as is reasonably possible following the emergence of a dispute over age. Where necessary, the child will be referred to a social care officer for assessment.

### **Duplicate Applications**

The LA requires parents to submit one application only per child. Where the LA receive more than one application for the same child before the closing date, the LA will only consider the latest submitted application and the other application will be discarded.

### **Preferences**

Parents will be invited to state up to three ranked preferences. Each preference will be considered equally. This means that Swindon LA will consider all applications against the published admissions criteria without reference to how the school applied for has been ranked on the application form. As far as possible applicants will be offered a place at a school to which they have expressed a preference. Where the applicant has made more than one preference the LA will make an offer at the highest ranked preference school with available places in accordance with the standard admission criteria. Where it is not possible to offer a place at a preferred school, and the applicant lives in Swindon, the LA will allocate a place at the next nearest school with a place.

The next nearest school with a place will relate to any maintained mainstream school, whether it be Community, Voluntary Aided, Voluntary Controlled, Foundation, Academy or Free School (excluding Catholic Schools and schools that are not part of this scheme, unless agreed with the school's governing body).

### **PAN Published Admission Number**

Each school will operate with a Published Admission Number for its intake year(s). This will be determined by the admission authority for the school as part of the admission arrangements. Once determined, this will be the minimum number of children to be admitted throughout that intake Year should there be sufficient demand.

At any time after determination, the admission authority for an Academy may increase the PAN where it identifies that it has additional demand for places and those additional admissions would not prejudice efficient education or the efficient use of resources. The LA must be informed in good time to adjust the offers of places in line with the increased PAN.

A PAN cannot be reduced after determination without a variation being approved by the Office of the School's Adjudicator or from the Education and Skills Funding Agency. This would follow a request by the admission authority, successfully demonstrating that there had been a significant and unforeseen change in circumstances at the school.

While in most cases, the PAN for the cohort will become the Admission Number (AN) at the school end of the intake year, it may be amended to reflect a change in circumstances at the

## **7. Schools that are not part of this Scheme for 2023-24**

To be inserted once the LA has been informed:

