Highworth Warneford School

Admission Arrangements for entry for the academic year 2027-2028

The Park Academies Trust

Highworth Warneford School is part of The Park Academies Trust. The Trust is the Admission Authority for the school, but delegates formal determination to the Admissions Committee (under the Scheme of Delegation).

Applications for places for **Year 7 entry starting in September 2027** should be made using Swindon Local Authority's coordinated admissions process. Further details are given below.

In year applications (that is, applications to all year groups made during the school year) and **other year applications** (that is, for pupils wishing to join year groups other than Year 7 at the start of an academic year) should be made via the following link:

https://www.swindon.gov.uk/info/20071/school_places_and_admissions/422/changing_or_transferring_to_a_swindon_school

Highworth Warneford School is focused on achieving the highest possible results with each child, regardless of ability. The Academy's published admission number (PAN) is set at a level that allows the Academy to maintain a favourably low average class size. Highworth Warneford School is inclusive and complies with its duties under the Equality Act 2010 and the SEND Code of Practice.

Pupils are admitted to Highworth Warneford School at age 11 to Year 7 without reference to ability or aptitude. Our arrangements for this are detailed below.

Definitions and Details

Parent
Parent refers to the natural or adoptive parents of a child (irrespective of residence, contact or parental responsibility) and non-parents with care or parental responsibility.

Sibling
Sibling refers to a child who has a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the cohabiting partner, foster brother or sister where the child for whom the Academy 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 (please also see Home Address section below). Checks will be made with the relevant school to ensure addresses match. Sibling does not include the children of friends or extended family members living at the same address.

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 or children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. If children have ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided.

Children of Staff
Staff are defined as employees being on the permanent payroll of The Park Academies Trust with Highworth Warneford School as a place of work for at least two years prior to the date of application and/or having been recruited to fill a vacant post for which there is a demonstrable skill shortage. Children of staff includes foster children. The completion of a supplementary form is required for consideration under this oversubscription criteria (see Appendix 2).

Home Address
The home address given on the application form must be the address where the child resides for more than 50% of the week with his or her parent or carer. The Academy will not accept more than one address as the child's home address. Where necessary to determine which address to recognise, 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.

Children of UK Armed Forces Personnel
Children of UK Armed Forces personnel/Crown servants moving to the area do not need to live at their new address when the application is submitted if it is accompanied by a formal letter confirming their unit postal or quartering address.

Waiting List
If your child has been refused a place at Highworth Warneford School, he or she will automatically be placed on the Academy'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. The Academy will keep a waiting list for **each Year 7** cohort for one academic year after the date of admittance.

Late Applications
The closing date for applications to the LA coordinated scheme for **Year 7 entry** is the 31st October 2026. 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.

Applications for admission outside of normal age group
On very rare occasions, you may feel it is in your child's best interests for them to be admitted to school outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health. To apply for an admission outside of the normal age group for your child, you will still need to complete the relevant application form and should also complete the academy's supplementary information form (Appendix 1).

Appeals Procedure
Any child who is refused a place at the Academy has the right to appeal against this decision to an independent panel. Details regarding how to appeal, including the deadline for lodging an appeal can be found on the Admissions page for the school. The Academy will arrange for an independent panel to consider the appeal, in line with the Appeals Code.

False information. Any place offered on the basis of a fraudulent or intentionally misleading application, e.g. giving a false address, will be withdrawn. It is for the parents or carer to satisfy the Admissions Committee of their circumstances, as they apply to the admission criteria at the time of application.

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. The deadline for applications is 31st October 2026. Offers of places will be made on 1st March 2027 (national offer day). 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

Published Admissions Number (PAN)

The published admission number (PAN) of children aged 11 for the academic year commencing on 1st September 2027 will be 180.

Children with an Education Health and Care Plan

Children with an Education Health and Care Plan (EHCP) will always be admitted where the plan names Highworth Warneford School as the designated school. Children admitted through the EHCP process are admitted under separate statutory arrangements managed by the relevant Local Authority and are not admitted under this policy.

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 'Looked After Child' or a child who was previously looked after. Previously looked after children are those who immediately after being in care became subject to an adoption order, child arrangements order or special guardianship order including children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Any child who has a sibling attending the Academy at the time of admission. Sibling refers to a child who has a brother or sister, half brother or sister, adopted brother or sister, step brother or sister or the child of the cohabiting partner, foster brother or sister. The sibling can be in any year group at the Academy.

3. Any child of a member of staff based at Highworth Warneford School and employed by The Park Academies Trust for two or more years at the time at which the application for admission to the school is made, and/or who were recruited to fill a vacant post where there is a demonstrable skill shortage. This includes step children, foster children and children of cohabiting partners. The employee should complete the Supplementary Information Form (Appendix 2).

4. Any child who attended Southfield Junior School, Westrop Primary School and St Leonard's CE Primary School in Year 6 at the time of application.

5. All other children not falling into any of the categories above.

Tie Breaker

In all cases where the Academy is oversubscribed, distance, measured as a straight line between the Local Land and Property Gazetteer point of the applicant's home address and the school, and using the Local Authority's computerised system, will be used to prioritise applications within the over-subscription criteria. If the direct distance does not separate applicants, places will be offered by random allocation.

Twins, triplets and higher multiple births

In the case of multiple births the Admissions Committee will admit all the children.

Appendix 1: APPLICATION FOR ADMISSION OUTSIDE NORMAL AGE GROUP

Please read before completing the form: This form is not an application for admission and needs to be completed in addition to the relevant application form in instances where admission is sought to a year group outside of a child's normal age group. This form should be completed and submitted to The Park Academies Trust as soon as possible, and preferably before the application for admission itself has been submitted.

Applications may be made for a number of reasons, for example where the candidate is considered to be gifted or talented and wants to be admitted to the year above, or where the candidate has experienced problems such as ill health or family issues and wants to be admitted to the year below. The candidate may have been educated outside normal age group at primary school and wants to continue her education without skipping or going back a year.

Determination of applications for admission outside normal age group is at the sole discretion of the Admissions Committee, and whilst there is a statutory right to appeal against the refusal of a place at an academy for which they have applied, this right does not apply if the candidate is offered a place at the academy but it is not in their preferred age group. However, a complaint may be submitted under the academy's Complaints Policy.

The Admissions Committee will consider the circumstances of each case and make a decision in the best interests of the candidate. The Admissions Committee will take into account:

• The parents' views;

• The Principal's view;

• Information provided about the candidate's academic, social and emotional development;

• Where relevant, the candidate's medical history and the views of the candidate's medical professionals;

• Where relevant, whether the candidate has previously been educated outside of their normal age group;

• Whether the candidate would have naturally have fallen into a lower age group were it not for having been born prematurely;

• The effect of the candidate ceasing to be of compulsory school age in a year group other than Year 11.

This is a non-exhaustive list, and there may be other factors that the person completing this form feels are relevant and the Admissions Committee should consider.

Please state the candidate's official name only, and use block capitals throughout.

Appendix 1 - Supplementary Information Form for a candidate applying for admission outside of normal age group at Highworth Warneford School

Please complete all the details in BLOCK CAPITALS, tick the relevant boxes and return this form directly to The Park Academies Trust at the following address: The Park Academies Trust – Admissions, c/o Abbey Park School, Redhouse Way, Redhouse, Swindon, SN25 2ND or by email: admissions@theparkacademiestrust.com

TO BE COMPLETED BY PARENT/GUARDIAN

Pupil Details:

Pupil's Surname: _____

Pupil's Forename(s): _____

Pupil's current address:

Pupil's Date of Birth: _____

Pupil's normal school year group: _____

Year group into which admission is sought: _____

Has the pupil previously been educated outside their normal age group? ☐ Yes ☐ No

Reasons why it is in the best interest of the pupil to be admitted outside their normal age group

Please list any supporting documents attached

Signed _____ Date _____

Parent/Guardian/Candidate

Appendix 2 - Supplementary Information Form for a parent employed at Highworth Warneford School seeking admission for their child to Highworth Warneford School 2027-2028

This form should only be completed by a parent employed by The Park Academies Trust at Highworth Warneford School if applying for consideration of a place in Year 7 for 2027-28 academic year and wish to be considered under the oversubscription criteria:

'3. Any child of a member of staff based at Highworth Warneford School and employed by The Park Academies Trust for two or more years at the time at which the application for admission to the school is made, and/or who were recruited to fill a vacant post where there is a demonstrable skill shortage. This includes step children, foster children and children of cohabiting partners.

Please complete the following and return to The Park Academies Trust at the following address: The Park Academies Trust – Admissions, c/o Abbey Park School, Redhouse Way, Redhouse, Swindon, SN25 2ND or by email: admissions@theparkacademiestrust.com

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Name of Child for which application is being made:

Date of Birth:

Address (if different to the parent employed by The Park Academies Trust at Highworth Warneford School):

Name of Parent employed by The Park Academies Trust at Highworth Warneford School:

Have you been employed at Highworth Warneford School for two or more years? Yes ☐ No ☐

If no, were you recruited to a vacant post for which there was a demonstrable skill shortage?

Yes ☐ No ☐

Signed _____ Date _____

This form should be returned to the Academy by 31st October 2026.

NB: This form should be completed in addition to the relevant application form, (which must be completed in order for the request to be valid).

Office use only *Date Received:* *Criteria confirmed: Yes* ☐ *No* ☐