

SECONDARY

**Determined Co-ordinated Scheme for Secondary  
School Admissions for 2018/19**

Status: Determined Co-ordinated Scheme 2018/19  
A048-17

# **Determined Co-ordinated Admissions Scheme for secondary school admissions for year 2018/19**

## **Introduction**

1. This scheme for co-ordinated admissions is pursuant to section (89b) of the School Standards and Framework Act 1998, for co-ordinating the arrangements for the admission of pupils to secondary schools within the LA area. It applies to all secondary schools in Wiltshire with effect from September 2018 intakes. There will be an annual review of the scheme as per the School Admissions Code in force at the time.

## **Interpretation and Glossary**

2. In this scheme –

“the LA” means Wiltshire Council acting in their capacity as a local (education) authority;

“the LA area” means the County of Wiltshire;

The definitions of “primary education”, “primary school”, “secondary education” and “secondary school” can be found in sections 2 and 5 of the Education Act 1996.

“school” means a community, (C) voluntary controlled, (VC) foundation, (F) or voluntary aided (VA) school (the Education Act 1996 defines school in section 4).

“Academy” means a state funded, non fee paying independent school set up under a Funding Agreement between the Secretary of State and the proprietor of an Academy (most commonly and hereafter referred to as an Academy Trust). Academy Funding Agreements require them to comply with the Code and the law relating to admissions, though the Secretary of State has the power to vary this requirement where there is a demonstrable need;

“admission authority” in relation to a community or voluntary controlled school means the LA and, in relation to an F or VA school or UTC (University Technical College) means the governing body of that school/college;

“the specified year” means the school year beginning September 2018;

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

“first round application” means any application for a place in the first year of secondary education that is received before the deadline of 31 October 2017.

“Second and third round application” means any application for a place in the first year of secondary education that is received after the deadline of 31 October 2017

“eligible for a place” means that a child’s name has been placed on a school’s ranked list within the school’s published admission number (PAN).

**The application round for entry into YR7 – 2018 opens on 1 September 2017. The deadline date for applications to be submitted is midnight on 31 October 2017. The home address given for the child must be the address where the child is resident as of the deadline date.**

### **Raising of participation age**

From the summer of 2015 government legislation states that young people have to stay in education or training until their 18<sup>th</sup> birthday. This will usually be at secondary school until the academic year in which they are 16 (some students may transfer to Further Education or a University Technical College at 14). Students can then choose from one of the following options post-16; full-time education, such as school or college; an apprenticeship; employment or volunteering alongside part-time education or accredited training. It is compulsory that they participate in education or training until their 18<sup>th</sup> birthday. The only exception is early achievement of level 3 qualifications for example if they take A level exams in year 12.

### **General information**

3. Parents will be able to make an online application. Online applications will be made directly to County Hall, Trowbridge. If an online application has been submitted, a written application is not necessary. The online facility will be available from 1 September 2017 up until the deadline of 31 October 2017.
4. There will be a standard written application form known as the Secondary Common Application Form (SCAF). This form must be used to apply for the admission of pupils, into the first year of secondary education in the specified year, unless an online application has been submitted.

Parents who wish to apply for a place at in YR10 at a UTC should complete a UTC application form. Applications for UTC's should be made directly to the school.

5. Unless an online application has been made, the SCAF must be used as a means of expressing one or more preferences by the parent wishing to apply for a school place for their child (either within or outside the county). The child must live in Wiltshire.
6. The LA will make arrangements to ensure
  - a. the SCAF is accompanied by written guidance notes explaining the co-ordinated admissions scheme, and
  - b. that copies are available on request from the LA and from all primary and secondary schools in the LA area, and
  - c. that an electronic version of the form is available for parents to make an online application.
7. The SCAF and accompanying guidance notes will invite the parent to express up to three preferences in rank order and give reasons for their preferences. Schools may be inside or outside Wiltshire. It will also explain that the parent will receive no more than one offer of a school place and specify the closing date and the address to which it must be returned. They will also confirm that;
  - a. a place will be offered at their highest ranked school at which they are eligible to be offered a place; or

- b. if a place cannot be offered at any one of their preferred schools, and the child is living within Wiltshire, a place at an alternative school will be allocated.
8. Any school which operates criteria for selection by ability or aptitude must ensure that its arrangements for assessing ability or aptitude enable decisions to be made in accordance with the scheme's timescale as set out in the back of this policy.
  9. The governing body of an Academy (A), Foundation (F), or Voluntary Aided (VA) School can ask parents who have expressed a preference for their school on the SCAF, to provide additional information on a supplementary form only if the additional information is required in order to apply their oversubscription criteria to the application.
  10. Where a school receives a supplementary form it will not be regarded as a valid application unless the parent has also completed a SCAF which expressed a preference for that school. The SCAF or an online application must have been returned to the LA by the deadline date.
  11. The deadline date for applications is **31 October 2017**. All completed SCAFs are to be returned directly to the LA by the deadline date. Any Secondary Common Applications Forms which are incorrectly returned to schools must be forwarded to the LA to be submitted by the deadline. Forms returned to schools and not received by the LA by 31 October 2017 will be treated as late applications.
  12. The LA will send out an acknowledgement of receipt for each SCAF and all online applications. Applicants will be advised to contact the LA if they have not received an acknowledgement with 15 school days of posting their paper application.

### **Address**

13. The child's address provided on the application form should be that of the child's normal place of residence. Only one address can be considered for application purposes. The address provided will be used to determine the child's priority for a school place. The Local Authority reserves the right to confirm the address provided by the applicant using the council tax reference number which is provided as part of the application.

For Yr 7 September 2018 entry, the address used to determine priority of school places for on time applications submitted in the main round, will be the child's normal place of residence as at deadline date of 31 October 2017.

### **Designated Area**

A designated area is a discrete geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s) for the majority of the school week. Most schools have a discrete designated area but some addresses fall within areas shared by two or more schools. Children who live outside the designated area for the school may still express a preference for the school.

For admission criterion purposes, the address used for Bargees, will be the sorting office or main post office address, closest to the place of mooring as of the deadline date. Proof in the form of a licence will be required and must be submitted at the time of application.

## **Shared Parental Responsibility**

14. Where two (or more) adults have parental responsibility for a child it is preferable that they should agree before submitting an application form which school(s) to name as their preference(s). In cases of dispute, or where two application forms are submitted, the LA will process the application received from the adult who has a residence order. If no such order has been made, preference will be given to the parent with whom the child is living for the majority of the school week.

If both parents are in dispute as to whom the child lives with the majority of the school week, the LA will process the application received from the adult who is in receipt of the child benefit, if this is not available then the address used on the NHS card will be used.

In the event of a further dispute regarding the address used, parents may wish to take independent legal advice on whether they should seek a specific issue order from the court to decide on where the child is schooled. For in - year transfer applications, until any such order is made, the placement will continue in the best interests of securing educational provision for the child with a minimum of disruption.

For year of entry, where possible, a place will be offered in accordance with the preferences to the parent who can provide evidence that they are in receipt of child benefit.

## **Applications for children of UK Service Personnel (UK Armed Forces)**

15. Applications for children of service personnel with a confirmed posting to the county, returning from overseas to live in the county, will be considered in advance of the family moving into the county. Where possible, an application must be included in the normal admissions round.
16. An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include the relocation date and unit postal address or quartering area address.
17. Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.
18. The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area. The LA is also not permitted to reserve places for these children.
19. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr11 for VC & C's schools. Parents should view individual admissions policies for VA, F and A for information about YR11 pupils. Their position on any waiting list will be set accordingly.

## **Armed Forces Personnel Relocating to Salisbury Plain - a Special Planning area for admissions**

20. Leading up to September 2019 there is initiative to rebase serving armed forces personnel in Germany back to England. The Garrison towns around Salisbury Plain in Wiltshire will be target destinations for a significant proportion of these service families.
21. From September 2015, Wiltshire Council has declared the community areas of Amesbury and Tidworth as a 'special planning area for Admissions'. This gives an admission priority to children eligible for service premium, rebasing to settlements around Salisbury Plain until 2019. Wiltshire Council is working closely with the Children's Education Advisory Service (CEAS), a tri-service organisation funded by the MOD, to make the transition for children and families in Germany as smooth as possible and remove unnecessary complexity.
22. Wiltshire Council has introduced criteria 'G' to the oversubscription criteria for all community and voluntary controlled schools in the 'special planning area for admissions' and is requesting other admission authorities in the area to consider making similar arrangements.
23. The 'special planning area for admissions' will be kept under review by Wiltshire Council, including the option of extending the area to include Salisbury in subsequent years.
24. Applications for children of service personnel returning from overseas with a confirmed posting will be considered in advance of the family moving into the county if necessary. Where possible, an application must be included in the normal admission round.
25. An official letter, such as a posting note or letter of support from the commanding officer should be sent to the LA as soon as possible. This should include relocation date and unit postal address or quartering area address (the address of the closest house in the nearest 'quartering area') in the 'special planning area for admissions'.
26. Until a fixed address is available, the unit postal address or quartering area address will be used and a school place allocated accordingly.
27. The LA will not refuse a child of UK service personnel a place because the family does not currently live in the area. It is also not permitted to reserve places for these children.
28. Children will be considered to be siblings if any brother or sister (including step siblings living at the same address) have been formally offered and have accepted a place at the school. The sibling link will not apply if the child on roll is in Yr11 for VC & C's schools. Parents should view individual admissions policies for VA, F and A for information about YR11 pupils. Their position on any waiting list will be set accordingly.
29. All applications will be dealt with in accordance with these admission arrangements.

## **Children from overseas**

30. Children who hold a full British Citizen passport or children whose passport has been endorsed to show they have the 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.

31. Applications on behalf of children currently living outside the UK will be considered but until the children are resident in the country their home address will be considered as being their place of residence outside the UK. Exceptions to this would be instances where the children are of parents returning from foreign postings, such as UK service personnel and other crown servants (including diplomats) who have been posted abroad on a fixed term contract and who are returning to live within the UK. Proof of future UK residency (or a service unit's postal address) will be required if application is made to an oversubscribed school.

## **Selection test for Grammar Schools**

32. Where a selection test of any kind is part of the school's admission arrangements, the admission authority is required to allow the child to sit the entrance exam and inform parents of the outcome prior to preferences being made.

## **The Application Process**

### **First Round Applications for Secondary YR7 2018 Intake (applications submitted by the deadline of 31 October 2017)**

33. The LA will act as a clearing house for the allocation of places by the relevant admission authorities in response to the SCAFs. The LA will only make a decision with respect to the offer or refusal of a place in response to any preference expressed on the SCAF where –
  - a. it is acting in its separate capacity as an admission authority, or
  - b. an applicant is eligible for a place at more than one school, or
  - c. an applicant is not eligible for a place at any of the schools for which a preference was expressed.
33. The process by which the LA will allocate places is explained at paragraphs 35-43.
34. **31 October 2017 - closing date for all Common Application Forms to be submitted by the School Admissions Team at County Hall. Applications submitted by this date will be classed as first round/on time applications.**
35. **By 17 November 2017** where parents have nominated a secondary school outside the LA area, the LA will notify the relevant LA.
36. **By 24 November 2017** the LA will notify all A, F and VA schools of every preference that has been expressed for that school.
37. **18 December 2017: Exceptional circumstances deadline.**  
Only in exceptional circumstances such as those listed here will a late application be considered at the same time as applications received by the deadline of 31 October 2017.

- a. where there has been a change of family circumstances after the deadline date which has a significant effect on the preferences given on the original application. (If this is a house move this must have been completed with an exchange of contracts before 18 December 2017).
- b. a move into Wiltshire from outside the county after the deadline date but before 18 December 2017. Confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement) must be provided before 18 December 2017.
- c. service personnel moving to a Wiltshire address after the deadline date. A posting notice must be provided before 18 December 2017.
- d. where a common application form has not been received by the LA but the parent can provide proof of posting. Such late applications can only be considered if they are received by the LA before on **18 December 2017**.

Documentary evidence should be provided with the application (or at the latest by 18 December 2017) to verify the circumstances which caused the late application to be made. If evidence cannot be provided, the application will not be treated as an exception.

38. **By 9 January 2018** the LA will provide a final list to all admissions authorities of every preference that has been expressed for their school(s) including those considered as exceptional as outlined in paragraph 37 and those residents in other LA areas.
39. **By 16 January 2018** all A, F and VA schools must have considered all of the preferences for their school and provided the LA with a ranked list of all applicants in accordance with the oversubscription criteria.
40. The LA will then match this ranked list against all other ranked lists and:
  - Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
  - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
  - Where the child is not eligible for a place at any of the nominated schools and they live in Wiltshire, a place will be allocated at the next nearest school to the home address with available places.
  - Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
41. **By 2 February 2018** the LA will inform other LAs of any places in Wiltshire schools which will be offered to their residents.
42. **By 27 February 2018** the LA will inform Wiltshire schools of the pupils to be offered places at their schools.
43. **On 1 March 2018 (National Offer Date)** letters will be despatched to all parents who submitted an application form by 31 October 2017 offering a place at one school.
44. These offer letters will give the following information:



- a. the name of the school at which a place is offered;
  - b. the reason why the child is not being offered a place at any of the other schools nominated on the SCAF;
  - c. information about their statutory right of appeal against any decision to refuse places at other preferred schools;
45. **15 March 2018** the deadline for parents to accept the place offered. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by 15 March 2018, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

## **Second Round Applications for Secondary YR 7, 2018 Intake (applications received between 1 November 2017 and 09 March 2018)**

46. Second round applications, i.e. those received between 1 November 2017 and 9 March 2018 (except those covered by paragraph 37) for the YR 7 Intake round will not be considered until after all first round on time applications have been processed. Second round applications will be considered together with any applicant previously refused a place in the first round and if necessary will be prioritised using the oversubscription policy in place at the time.

### **Additional applications:**

**Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.**

**During the second round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that application and that there is no guarantee of gaining a place at the preferred school named on the new application.**

**Parents can only hold one offer. Therefore if an offer is made to a child during the second round of allocations any offer made in the first round will automatically be withdrawn.**

The LA will contact all, Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child (will) be allocated a place at their

designated school if possible, unless an alternative place is available within a safe statutory walking distance from their home address. The process explained in paragraph 47-50 will be followed:

47. **23 March 2018** details of second round applications received between the 1 November 2017 and 9 March 2018 to be sent to, Academies, Foundation and Voluntary Aided Schools.
48. **17 April 2018** Academies, Foundation and Voluntary Aided Schools to provide the LA with a ranked list of second round applications.

On receipt the LA will match the returns from all schools and will make an allocation of one place for each applicant:

- Where the child is eligible for a place at only one of the preferred schools, a place at the school will be offered to the child.
  - Where the child is eligible for a place at two or more of the nominated schools, they will be offered a place at whichever school was their highest available preference.
  - Should this place subsequently be declined then it is the parent's responsibility to apply for an alternative school place.
  - LA to send schools a list of late applicants being offered a place on 27 April 2016.
49. **30 April 2018** the LA will send out the second round offers to schools for applications received between 1 November 2017 and 9 March 2018.
  50. **14 May 2018** is the last date for offers to be accepted by parents. Parents should complete the slip attached to the decision letter and return it to the Local Authority to confirm if they wish to accept or decline the place.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

### **Third Round Applications for Secondary YR 7, 2018 Intake (applications received after 9 March 2018)**

51. Third round applications, i.e. those received after 9 March 2018 for the YR7 Intake round will not be considered until after all the second round applications have been processed. Third round applications will be considered together with any applicant previously refused a place and if necessary will be prioritised using the oversubscription policy in place at the time.

**Only one offer of a school place for each child can be held at any one time. If the Local Authority receives a further application for a child who has already secured a place in an earlier round, the new stated preferences will automatically supersede any earlier preferences stated.**

**During the third round of applications parents should note that the school initially allocated will be retained for their child pending the outcome of that application and that there is no guarantee of gaining a place at the preferred school named on the new application.**

**Parents can only hold one offer. Therefore if an offer is made to a child during the third round of allocations any offer made in the first or second round will automatically be withdrawn.**

The LA will contact all Foundation, Aided schools and Academies named as a preference on the application form to determine whether or not a place is available. An offer will be made for the school named as the highest preference where there is an identified place. Where the child is not eligible for a place at any of the nominated schools, and the child lives in Wiltshire, the child will be allocated a place at their designated school if possible, unless an alternative place is available within the safe statutory walking distance from their home address. The process explained in para 52 - 55 will be followed:

52. Applications received after the 9 March 2018 will be considered in date order of receipt and will be looked at after 15 May 2018 (i.e. once the second round of applications have been processed).
53. Any applications received by the LA after 9 March 2018 will be dealt with as soon as possible with allocations to a single school being made and offer letters sent out from the LA as soon as is practically possible.

Parents should return the acceptance slip attached to the letter to the LA to inform them if they are accepting or declining the place.

If the parent does not respond to the Local Authority to confirm if they wish to accept or decline the offer by the date stated in the letter, the Local Authority will send a second letter to the parent informing them that they have seven days in which to accept or decline the place which has been offered. They will also be advised in this letter that failure to respond could result in the offer of the place being withdrawn. If there is still no response a third letter will be sent to the applicant informing them that the offer of a place has been withdrawn. It will then be the parent's responsibility to apply for an alternative school place.

54. Any applications received by any school should be forwarded to the LA within 5 days of receipt.

### **Applications for Secondary YR7, 2018 Intake (applications received after 25 July 2018 – end of term)**

55. Any applications received by the LA after 25 July 2018 which express a preference for an Aided, Foundation School or an Academy will be forwarded to the school/college

within five school days of receipt at which time the process for in year applications will apply.

### **Right of Appeal - In Year Transfer Applications**

56. All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel.

The deadline dates for lodging appeals for VC & C Schools for the main round entry is:

#### **First round appeals**

For applications received from 1 September 2017 – 31 October 2017 and for offers made on National Offer Date appeals must be received by the Local Authority no later than 28 March 2018.

#### **Second round appeals**

For applications received from 1 November 2017 – 9 March 2018 and for offers made on 30 April 2018 appeals will be heard as soon as possible.

#### **Third round appeals**

For applications received after the 9 March 2018 and for offers made as soon as possible after 15 May 2018 appeals will be heard as soon as possible.

Own admission authority appeal timetables will be provided within the individual schools admissions policy or on the schools website.

All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

### **Final List of expected Secondary Yr7 pupils to schools**

57. On or before 31 August 2018 the LA will send out a list to all maintained schools in Wiltshire showing those pupils expected to start in the school at the beginning of the 2018/19 school year.

### **Admitting in area children above Published Admissions Number (PAN)**

58. Wiltshire Council will always try and allocate a space at a child's designated school whenever this is possible. It must be noted we cannot reserve places at any school nor can we guarantee that a space will be available at the designated school. Having enough spaces in school for local children is a service priority for the School Buildings and Places team.
59. The LA has the responsibility for the strategic management of school places across the county and has to ensure admissions do not compromise its ability to provide efficient and effective use of resources. It is often more economic to admit local children to their designated school because this does not incorporate an additional transport costs which would be required were an alternative school to be allocated.

60. For some schools, the next nearest school does not provide a reasonable alternative because it is beyond the statutory walking distance or the route to it is unsafe or there may not be available transport. Any children who move into these areas might have to be admitted to the designated school despite any existing pressures upon it.
61. It may not always be possible to find a space at the designated school if this is already oversubscribed. In area children will be given priority on any waiting list. If the designated area school is unable to accommodate any more children within the year group then the LA will allocate an alternative school which will be the next nearest school which has places available.
62. Transport would be made available for any children who had to be allocated a school because their designated school was full and the school that has been allocated is outside of the statutory safe walking distance for the age of the child.

### **In-Year Transfer Applications for year groups other than Yr7 Secondary 2018 intake**

**All in-year transfer applications for all year groups, to Wiltshire Schools, should be submitted directly to Wiltshire Council. If a parent wishes to apply for a transfer to a school in another Local Authority then they should apply directly to the authority in which the school is situated in. The in-year transfer application process for Wiltshire Schools is explained below.**

63. The LA will make available copies of the Admissions Guide and CAF through all primary and secondary schools and on request from County Hall.
64. All applicants who wish to apply for a school place must complete an application form which should be returned to the LA. The applicant may or may not live in Wiltshire.
65. Should a parent living in Wiltshire wish to apply for a school in another authority, they must contact that authority directly for details on how to apply.
66. Where a school receives an in-year application form expressing a preference for that school the form should be forwarded to the LA within five school days of receipt.
67. Where the LA receives an in-year application form expressing a preference for a VC or C school the application will be forwarded to the school within five school days of receipt.
68. Where the LA receives an in year application form expressing a preference for an Academy, F or VA school the application will be forwarded to the school within five school days of receipt.
69. For an Academy, F or VA school, the school's governing body is responsible for deciding the outcome of the application and advising the LA accordingly within 10 school days of the date of which the information was received by the school.
70. In all cases, a decision letter will be sent out by the Local Authority within 20 school days of receiving the application form and this will provide information, if appropriate, about the statutory right of appeal.

71. If an application has been passed on to a selective school, it is recognised that such a school will not be able to make a response to the LA until after the result of an appropriate selection test has been received. The selective school will inform the LA of the outcome of the application as soon as practicable after the result of any selection test is known. A decision letter will be sent out by the LA and will provide information, if appropriate about the statutory right of appeal.
72. Waiting lists for schools must be kept and will be managed as per the admission arrangements for the particular school involved. Waiting lists will be kept in order of the relevant oversubscription criteria and not in date order of receipt.
73. The Local Authority will maintain waiting lists for all year groups for VC & C schools.
74. The school/academy will maintain waiting lists for all year groups for A, F & VA schools.
75. In accordance with paragraph 2.21 of the School Admissions Code the LA is required to provide parents on request the availability of school places within its area. All schools must provide the LA with this information. This must be done on a termly basis with the first return to be sent by 6 September 2018.

If an own admission authority school does not wish the LA to co-ordinate its in year, applications, the admission authority must formally write to the LA to confirm this. It will then be the responsibility of that admissions authority to ensure that applications are processed in line with School Admissions Code.

The admissions authority will then have to process the application and inform the parent of the outcome and where necessary their statutory right of appeal. In all cases, it also required to forward a copy of the application along with the decision to the LA within ten schools days of receipt.

### **Right of Appeal - In Year Transfer Applications**

76. All appeals will be heard in accordance with the timescales which have been determined and are explained in the School Admissions Appeals Code.

### **Applications for transfer at a future date**

77. Applications for transfer for VC and C schools will be considered no more than a maximum of one term in advance. All requests for admissions to VC and C Schools will be processed in line with the timetable below.

This table gives the earliest date that applications can be sent and when they are considered. Decision letters should be posted within 20 school days of either the date in the last column or, if your application is later than this, our receipt of your form.

<b>Date admission being sought</b>	<b>Earliest application should be submitted</b>	<b>Applications will be processed from</b>
January to March	1 September	31 October
April to July	1 January	15 February
September to December	1 April	31 May

78. Applications for transfer for VA and F schools and Academies will be forwarded when received directly to the schools named for consideration in accordance with the schools own admissions policy.

## **Sixth Form Admissions**

79. Parents or students wishing to enrol for sixth form courses should in the first instance contact the school and ask for a copy of the sixth form prospectus. This will detail the courses offered at the school and any specific entry requirements for any of those courses. The school will require an application form to be completed should the parent or student wish to make a formal application to join the school's sixth form.

## **Proof of address**

79. 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 formal exchange of contracts or a signed solicitor's letter stating contracts have been exchanged and specifying a completion date.

A signed and dated tenancy agreement plus proof of residency (e.g. copy of a recent utility bill)

If parents fail to provide proof of a new address, the LA will use the old address for admission purposes. If parents notify the LA that they will be moving house, even if they provide the relevant proof of that address, they must move into that property by no later than the end of the first term following the notification. The LA reserves the right to check that parents are living in the address indicated within that timescale. If parents are not living there, the applications will be investigated and the allocated place may be withdrawn.

## **In-Year Fair Access Protocol**

80. All Wiltshire Schools will act in accordance with the Fair Access Protocol which has been adopted to give access to educational provisions for hard to place children.

Further information on the In - Year Fair Access Protocol, as well as a copy of the protocol, can be viewed at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

## **Early or Delayed Transfer**

### **81. a. Early transfer**

Children may only transfer early to a secondary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing. Each such request involves consultation with the current school, the school to which the child wishes to transfer and where appropriate, the Authority's professional adviser(s). The application will not be agreed if one or more parties consider that the transfer would be inappropriate. Agreement to such a request would be considered exceptional.

### **b. Delayed transfer**

Children may remain for a further year in a primary school if it can be shown that not to do so would be detrimental to their academic progress or social wellbeing. The presence of special educational needs or underachievement are not in themselves sufficient reasons to delay transfer.

Children for whom a delayed entry to school or year group retention has already been agreed by the relevant parties will continue in the lower year group unless it can be shown that it is in their best interests to rejoin their chronological year group. The continuation of this arrangement will continue on transfer to secondary school unless the parent/carer, current school, the school to which the child would otherwise wish to transfer and, where appropriate, the LA's professional adviser consider it in the child's best interest to rejoin the chronological year group. An application for transfer to secondary school must still be made in the same way as expected of other children in the year group in which they are working (rather than their chronological age group).

## **Right of Appeal for the Admission of children outside their normal age group**

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent Admission Appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, if parents are dissatisfied with the outcome of the request for delayed entry they have the right to complain against the decision through the Council's complaints procedure for decisions made by council officers or under the school's complaints procedure where the school is the admissions authority.





## Appendix: 1 (2018/19)

## Timetable for Secondary Co-ordination (Wiltshire)

<b>31 October 2017:</b>	<b>Closing date for all Common Application Forms to be received by the School Admissions Team at County Hall. Applications received by this date will be classed as first round applications.</b>
17 November 2017:	Details of applications which include preferences for school in other LAs to be sent to those LAs.
24 November 2017:	Details of applications to be sent to F, VA schools, Academies of all first round applicants.
18 December 2017:	<b>Last date for any exceptional applications to be considered.</b>
9 January 2018:	Final list sent out from LA to all admission authorities, including all applications which have been considered as falling under the exceptional circumstances criteria.
16 January 2018:	Academies, Foundation and VA schools to provide the LA with ranked list of all first round applications.  Between 16 January and 2 February, the LA will match the ranked list of all the schools and allocate places.
2 February 2018:	The LA will inform other LAs of any offers of places at Wiltshire schools to be made to applicants resident in their areas.
27 February 2018:	By this date the LA will provide schools with details of those children to be offered places at the school.
<b>1 March 2018:</b>	<b>Notification letters for first round applicants will be despatched and sent to parents.</b>
9 March 2018:	Deadline for second round applications
15 March 2018:	Last date for first round offers to be accepted by parents. Parents should confirm their acceptance online if they have applied online, or if they have applied by paper return the acceptance/decline slip directly to the Local Authority.
23 March 2018:	Details of second round applications received after deadline and before 9 March to be sent to Academies, Foundation and VA schools.
17 April 2018:	Academies, Foundation and VA schools to provide the LA with ranked list of late applications.
27 April 2018:	LA to send all schools a list of second round applicants being offered a place.
30 April 2017:	<b>Notification letters sent out by the LA for all second round applications received between the deadline 1 November 2017 and 9 March 2018.</b>

- 14 May 2018: Last date for second round offers to be accepted by parents. Parents should confirm their acceptance or decline directly to the Local Authority.
- 15 May 2018: Applications received after the 9 March will be considered in date order of receipt and will be looked at from today. Applications will be dealt with as soon as possible with allocations to a single school being made and offers being sent out by the LA as soon as practically possible.
- 31 August 2018: On or before the 31 August the LA will send out a list to all schools showing the pupils expected to join the school at the beginning of 2018/19 school year.