

# Finding a Secondary School Place

A guide for Wiltshire residents seeking a secondary school place during the 2017/18 school year



## Applications can be made online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

The process is quick and easy.

- You will be provided with a confirmation of the information you have supplied and a quick acknowledgement that this has been received.
- You can make changes to your application up until the deadline of 31 October 2016.
- You will be guided through the process to ensure that the information you are giving is all that is required for your application to be processed and the system helps you by checking for errors.
- All you need is a computer which has access to the internet. You can access at home, at work, at a library – anywhere with a connection to the worldwide web.
- The system is secure. No one can see information that they are not entitled to see.
- Available 24 hours a day, seven days a week, and there's no risk of any postal delays or applications getting lost.
- You do not have to complete a written application if you apply online.



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## Finding a secondary school place

Dear Parent

I am delighted to write a short introduction to this booklet, which outlines details of Wiltshire's secondary schools, together with information on school admission arrangements. I hope that you will find it helpful and useful to you and, should you have any comments, I would be pleased to receive them.

Deciding on a school for a child is one of the most important decisions that parents will have to make. I am sure that you will be taking great care in doing so and will find the time to visit your local schools and form your own opinions. In doing so I expect you will take account of the extensive research and advice which constitutes a good school.

There is no doubt that the leadership and management skills of the Headteacher, Senior Leadership Team and governors play a critical part in this and I know that you will see their influence on the schools that you visit. Similarly, all research indicates that 'teachers make a difference' and you will take close account of the quality of teaching on offer in your local schools. I am proud to be able to say that Wiltshire has an outstanding number of excellent schools with high quality leadership and teaching in them. As well as these factors, you will also want to consider the range of other opportunities available to your child, and will take a close note of the school's atmosphere.

All schools do a great deal to provide a welcoming and purposeful ethos, which again are well known to be important factors in determining the success of the school.

Admissions to all of Wiltshire's state secondary schools are administered by the School Admissions Team at County Hall, Bythesea Road, Trowbridge, BA14 8JN. Please feel free to contact Customer Services if you have any difficulties in understanding the admissions arrangements or any other topics set out in this guide. The telephone number for admissions queries is 01225 713010.

The information in this guide was correct at the time of issue and relates mainly to the school year 2017/18. It will not necessarily apply to later years. A new version is published each autumn.

I wish your son or daughter every success in their secondary education.

Yours sincerely



Carolyn Godfrey, Director for children's

Services and Corporate Director.

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## **Aim of the booklet**

This booklet aims to provide all the information you need to apply for a secondary school place. The first section explains how to make an application and the deadlines for doing so. The separate insert to this guide provides details of all secondary schools, including academies, but excluding independent schools in Wiltshire. The insert can be downloaded from the Wiltshire Council website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or if you would like to receive a paper copy please contact Customer Services on 01225 713010.

## **Choosing a school**

It is a good idea to visit the schools you are considering as one of your three preferences to gain knowledge of how they run and to meet the staff and pupils. We also recommend that you look at the school website which will provide you with the schools prospectus to help you decide which schools would be most likely to meet your child's needs.

Schools are regularly inspected by The Office for Standards in Education (OfSTED). Report summaries can be obtained from the individual school, local libraries or the OfSTED website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Wiltshire residents can apply using the online application system at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or alternatively they can apply using the common application form which can also be downloaded using the same web address. Parents can express preferences for up to three schools.

Although more than 99 per cent of parents secured places for their children at a preferred secondary school for September 2016, some schools are unable to offer places to everyone who applies to them. If you are interested in one of these popular schools it is a good idea to carefully consider your second and third options where your child has a realistic chance of being offered a place. **If you do not name a second or third school when applying and we cannot offer your first preference, your child will be allocated a place at the next nearest school with available places.** If you live within the county, Wiltshire Council will allocate a place. If you live outside Wiltshire, your home local authority will allocate a school place. Contact details for neighbouring authorities are given on page 24.

Naming additional preferences will not reduce your chances of securing a place for your child at your first preference school. Repeating your first preference school in the second and third preference boxes on the application does not improve your child's chance of securing a place at your preferred school. This will only result in wasting your preferences as a school can only be considered once on each application.

Many schools are now their own admissions authority and have different policies for admitting pupils. Please visit your preferred school(s) website for details of their oversubscription criteria. Details for the over-subscription criteria for Voluntary Controlled and community schools can be found on page 26 of this booklet.

Before applying, you need to carefully consider how closely you meet the school's criteria. For example:

- Some schools will give priority to those with a sister or brother already attending the school, however, some do not.
- Other schools may give priority to those living in a certain geographical area, or who live nearest to the school.
- If the school is a faith school then they may give priority to those who regularly attend an affiliated church. You should contact the school to confirm if you need to submit a supplementary form as part of your application.

If a school is oversubscribed and you don't have a high enough priority for admission you may wish to consider applying for an alternative school. You might be better off applying to another school. You should also consider how your child will get to your preferred school. If this is not your designated school you will be expected to pay for any required transport.

### **Types of school**

With the exception of four secondary schools in Salisbury, all Wiltshire schools are co-educational and non-selective. St Edmunds and Wyvern are single sex schools. South Wilts Grammar School and Bishop Wordsworth Grammar School are both single sex and selective.

Within Wiltshire there are six types of school: voluntary controlled, community, voluntary aided, academy, foundation and independent.

Details of independent schools located in Wiltshire can be obtained through The Independent Schools Council (ISC) on 020 7766 7070, by email: [information@isc.co.uk](mailto:information@isc.co.uk) or the website: [www.isc.co.uk](http://www.isc.co.uk) Independent schools should be contacted directly regarding the admission process to their school, you should not name an independent school as one of your preferences.

Wiltshire Council is responsible for co-ordinating admissions to all schools in Wiltshire except Independent Schools. This means that applications for the year of entry at any of these schools should be made through Wiltshire Council.

### **Schools with Special Learning Centres (SLC) – resource centres**

Please note that if you are applying for a place at a mainstream school that has an SLC on site and you are offered a place at the mainstream school, this does not mean that your child will be able to access the centre.

Places at SLC are offered through Central SEND Services and not by the school admissions team. Children who have access to SLC will have a Statement or Education Health and Care Plan.

### **Admission authorities**

Each school has an admission authority which is the body responsible for deciding whether a place is available for a child to attend a particular school.

Voluntary aided, foundation schools and academies are their own admissions authority.

Wiltshire Council is the admission authority for all the community and voluntary controlled schools situated within the county.

Wiltshire Council is responsible for co-ordinating and administering admissions to all schools in Wiltshire, including schools which are their own admissions authority, with the exception of independent schools.

### **Admissions policies**

Each admission authority is required to publish details of its admission procedure and how applications will be processed. This policy will also advise how many places are available at the school and how priority will be given to applications when there are more applications than places available.

These policies are reviewed every year so it is important to check the most recent version to ensure you are correctly informed of your child's priority for a place at your preferred schools.

As the admission authority for all voluntary controlled and community schools Wiltshire Council also publishes an admissions policy which can be found on page 26 of this booklet. This policy has been agreed by the Elected Members of Wiltshire Council and is determined in line with the regulations laid down by the School Standards and Framework Act 1998 as amended by the subsequent Education Act and is in accordance with the School Admissions Code produced by the Department for Education.

Please note the policy on page 26 does not apply to voluntary aided, foundation schools or academies. Summaries of the policies for voluntary aided, foundation schools and academies can be found within the insert. The insert also provides a set of figures which indicate under which admission criteria children were admitted to each school for the last three years. This should give you an idea of the availability of places at the school and help you determine what priority will be given to your application if the school is oversubscribed. To view a copy of the full admission policy for your preferred school, please visit the schools website.

### **Published Admission Number (PAN)**

Each school has a PAN. This takes into account the physical size of the teaching areas (capacity) and the number of year groups in the school. The PAN is the number of children which, if admitted to every year group, would bring the school up to capacity of its buildings. In normal circumstances schools will not admit children, especially those from out of their designated area if they have already reached their PAN. Schools cannot refuse any intake year application if they are not up to their PAN. The PAN is therefore a very important number and you will find each school's published admissions number in the insert. Schools may admit over PAN if there is no reasonable alternative.

### **Designated and shared areas**

Many admission policies will refer to the designated area or more commonly known as a catchment area of the school. This area is the geographical zone which is served by a particular school. To be within the designated area of a school you will have to live at an



address within this geographical zone. A school is not always at the centre of its designated area and living in a designated area **does not** guarantee a place at any school.

In some parts of Wiltshire designated areas overlap and a particular address might be within the designated area of two or more schools. Children living within such areas will be given the same priority as children living in areas where their address is served by just one school. At community and voluntary controlled schools all in-area children have a higher priority for a place than any out-of-area children.

To find out the designated area school for your address, please contact Customer Services on 01225 713010 who will be able to advise you or alternatively please visit the Wiltshire Council website at **[www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)**

### **Please think about how your child will travel to school**

It is important to consider how your child will get to school on a daily basis. Driving to school is not necessarily quicker, as many schools have limited parking in the vicinity of the school.

Walking, scooting and cycling to school provide an opportunity for children and young people to improve their physical and mental health by incorporating physical activity into everyday life, and can offer significant environmental benefits by reducing traffic congestion and are often less stressful ways to take your child to school.

Anecdotal evidence suggests that children who have travelled actively (walking, cycling, scooting, park-and-stride) arrive at school more ready to learn.

If you are considering car sharing, you can register your journey on **[www.carsharewiltshire.com](http://www.carsharewiltshire.com)** (a free service).

Please remember that if you choose a school which you will have to drive to, you might consider whether you will still want or be able to drive your child to school in seven years time – driving to school is a long term commitment.

Further information regarding public transport can be found at **[www.connectingwiltshire.co.uk](http://www.connectingwiltshire.co.uk)**.

If parents/carers choose to send their child to a school other than the nearest designated school, parents/carers must take full responsibility for the cost and arrangements of their child's travel to and from school.

If you are interested in encouraging walking, cycling or bus use, then please speak to the Headteacher who will be able to explain the School Travel Plan to you.

### **Reasonable alternative**

If we are unable to offer a place for your child at one of your preferred schools and you live within Wiltshire, the School Admissions Team will seek a place for your child at a reasonable alternative school. A reasonable alternative is usually a school within a statutory safe walking distance to your home address. If your child is eight or over this is three miles. The School Transport Team at Wiltshire Council is responsible for determining the safe walking distance. Further details regarding school transport can be found on pages 20.

In some areas it is not possible to find a reasonable alternative school within walking distance, in these circumstances your child would be entitled to transport to the closest alternative school.

### **Co-ordinated admissions**

All admissions to the intake year of secondary schools are co-ordinated by the Admissions Team at County Hall. This means that everyone who lives in Wiltshire must submit an application even if the school you want your child to attend is outside Wiltshire. **There is a national deadline date for all applications and a national offer date. The deadline for September 2017 entry is 31 October 2016. National offer date is 1 March 2017.**

### **Applying for a school place**

You must apply for a school place; one will not be automatically allocated to you. A child will be due to start secondary school in September 2017 if they were born between 1 September 2005 and 31 August 2006.

You can apply online at **www.wiltshire.gov.uk**. If you apply online you do not need to complete a paper application. We recommend that you apply online. If you apply online you will be able to log back into the online system on national offer date to view the outcome of your application.

If you do not apply online you will need to complete a common application form (paper application form) which is available from Customer Services on 01225 713010, alternatively you can download a copy of the form from **www.wiltshire.gov.uk**. The outcome of your application will be posted out to you second class on the 1 March 2017.

If you do not live within Wiltshire, you must complete the common application form which is produced by your home local authority, even if you wish to apply for a place at a Wiltshire school.

If your child has an Education Health and Care Plan, you should contact your SEND case worker, as your child's admission will be handled by the Central SEND Team and not by the School Admissions Team. You cannot apply online or use the common application form.

### **Completing the application form**

It is important that the application form is completed correctly. If you have any questions about completing the form, please contact Customer Services on 01225 713010.

On the form you are asked to give the name of 'the applicant'. The person applying on behalf of the child **must** have parental responsibility. It is important to name just one person in this section and ensure your relationship to the child is given in the appropriate space. The admissions team will only be able to discuss the application with the named applicant.

**The home address given for the child should be the address where the child will be living at the time of the deadline, which is 31 October 2016.** This address is very important in helping to determine your child's priority for a school place. If the address given is not the same as that of the applicant, please attach details of the child's residential

arrangements to the application form. If you have shared custody of your child such that he or she has two addresses, the address given on the child benefit notification letter will be taken as the child's home address. Where schools are oversubscribed, you may be asked to provide proof that your family were living at the address given on the application form at the time of the deadline. The Local Authority reserves the right to check details held on the Council Tax database to confirm residency at an address.

Multiple applications for the same child cannot be processed, therefore it is important that both parties in shared custody arrangements are in agreement over the preferred school(s) named. Failure to provide a definitive application could jeopardise your child's priority for a school place.

If you wish to make changes to your preferences before the deadline date you need to submit another form or amend your online application. **You will not be able to make changes to your application any other way.**

Some school's give priority to children/families with special medical needs. If you are applying for a Community or Voluntary Controlled School please refer to pages 12 and 26 of this guide for more information, If you are applying for a Voluntary Aided, Foundation School or an Academy please contact the school directly for further guidance or view their admissions policy on their website.

On the form you are asked to provide information regarding your child's religious status. This section is relevant if you are applying for your child to attend a faith school. You must also contact the school directly to ascertain if a supplementary form needs to be completed. If you are applying on faith grounds any supporting evidence the school may ask you to provide could affect your child's priority for a place at the school.

If you have other children of secondary school age who attend one of your preferred schools, this information should be included on the application form in the appropriate box. Many schools will award higher priority for school places to children who have siblings already at the school.

If it is found that an application has been made fraudulently, a school place which has been offered as a result of this application **will** be withdrawn.

### **Completed forms**

Once you have completed your child's application form it should be returned to:

The School Admissions Team  
Wiltshire Council  
County Hall  
Trowbridge  
Wiltshire  
BA14 8JN

*All applications must be received by 31 October 2016.*

## **Applications on faith grounds**

Some foundation and aided schools require additional information to that which is collected on the application form. This will help them decide the children who can be offered a place at their school. If you are applying on faith grounds, you **must** contact your preferred school(s) as you are likely to be required to provide evidence of faith, for example a baptismal certificate or a reference from your minister.

You may also be required to provide additional information by your preferred school(s) on a supplementary form. Failure to provide the additional information may result in your child not securing a place at your preferred school.

**Please do not send supplementary information back to the Local Authority, it must go back to the school.**

It is very important to remember that completing a supplementary form does not mean that you have made an application. You must apply online or on a common application form and submit it to Wiltshire Council.

## **Children with a statement or Education Health Care Plan (EHCP)**

A child with a statement or EHCP naming a particular school must be admitted by that school and is not subject to the standard admission process described in this booklet. Your case worker will assist you in finding an appropriate placement for your child.

## **Looked After Children (LAC) and Previously Looked After Children (PLAC)**

Under the Children Act 1989, a child is looked after by a local authority if he or she is in their care or is provided with accommodation by a local authority.

It is a statutory requirement for looked after children and previously looked after children to be given the top priority in any oversubscription criteria.

When making an application, you must make it clear if you are applying for a place for a looked after child or a previously looked after child.

You will need to provide a copy of an adoption order if you are applying for a previously looked after child. Please ensure this is provided by deadline date.

The definitions of a looked after child and previously looked after child can be found on page 26 of this guide.

## **Applications on medical grounds**

Some schools give priority to applications on medical grounds. We recommend that you contact your preferred school or visit their website to determine the evidence that will be required to support your application. All evidence must be received by local authority by the deadline date. Evidence received after this date will not be considered.

The oversubscription criteria for Voluntary Controlled and Community Schools give a higher priority to applications on medical grounds, providing the relevant information is received by

the deadline date. If you are applying for one of these schools on medical grounds then please read page 26 of this booklet for further information and evidence that is required.

### **Children of members of staff**

Some schools give priority to children of members of staff within their oversubscription criteria. We recommend that you contact your preferred school or visit their website to confirm if applications on this basis have a higher priority. All evidence required in support of this must be received by local authority by the deadline date. Evidence received after this date will not be considered.

The oversubscription criteria for Voluntary Controlled and Community Schools give a higher priority to applications from children of members of staff, providing the relevant evidence is received by the deadline date. If you are applying for one of these schools and would like to be considered under this criterion then please read page 26 of this booklet for further information (and evidence that will be required).

### **Non Wiltshire residents**

If you do not live in Wiltshire you may still express a preference for a school within the County. However your application should be made on the form produced by your local authority, which can be obtained from the education offices of the county or borough in which you live, see page 24 for contact details.

When you have returned your form to them, details of your preferences will be forwarded to Wiltshire Council. If you are seeking a place at a voluntary aided, foundation school or academy we will pass on your application details to that school.

For example, if you live in Frome and want to apply for St Augustine's Catholic School in Trowbridge, you should fill in a Somerset form and return it to Somerset County Council. Somerset will send your application details to Wiltshire Council and these will be considered by the school alongside all other applications.

### **Applying for an out-of-county school**

If you live in Wiltshire and wish to express a preference for a school outside the county, you may do so.

You must complete a Wiltshire form and return it to the School Admissions Team at County Hall. We will ensure that your preference details are passed on to the appropriate authority.

For example, if you live in Royal Wootton Bassett and want to apply for The Ridgeway School in Swindon, you must submit an application to Wiltshire Council. We will pass on your application details to Swindon Borough Council where it will be considered alongside the other applications for the school.

## **Applications from forces families**

Families of UK Service Personnel are subject to frequent movement within the UK and from abroad, often at relatively short notice. Some areas in Wiltshire have a high density of service personnel.

Applications for children of UK Service Personnel with a confirmed posting to the county or Crown Servants returning from overseas to live in the County, 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.

**An official letter, such as a posting notice or letter of support from the Commanding Officer should be sent to Wiltshire Council as soon as possible. This should include the relocation date and unit address (the address of the closest house in the nearest 'quartermaster area'). This should be sent to the local authority at the time of application or sent separately if you have submitted an online application.**

The Council 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 a place for any child.

Children will be considered to be siblings if any brother or sister is going to be attending a school. The sibling link will not apply if the child that is going to be attending the school will be in year 11.

Places can be allocated in advance of your move; however we cannot guarantee that your children will be offered a place at a particular Wiltshire school. We would not place a child in an oversubscribed school if places are available at a reasonable alternative school.

## **Children from overseas**

Children of compulsory school age coming from abroad with parents who have a right of residence in, or permission to enter the UK, have the same rights as UK residents to apply for a place at a state school. 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 treated as their place of residence outside the UK.

The only exceptions to this would be **applications from children of UK Service personnel** and other Crown Servants (Diplomats) who have been posted abroad on fixed term contracts and are returning to live in the UK.

## **Applications for the Year 7 September 2017 entry**

All application forms for children living in Wiltshire should be sent to the Admissions Team at County Hall, Trowbridge by 31 October 2016. The receipt of your application will be acknowledged. This applies to all paper and online applications. If you have not received an acknowledgement within fifteen school days of returning your completed application form, please contact Customer Services at Wiltshire Council on 01225 713010.

If you move house after completing the application form, proof of your new address will be required. It is important to note, however, that your child's application will only be considered from where they were resident as of the deadline date.

After the deadline date, the School Admissions Team will send details of applications with preferences for schools in other counties and boroughs on to the relevant authority for consideration.

Information about applications made to foundation, voluntary aided schools and academies within the county will be passed on to those schools.

The individual admission authorities will consider all applications made at their school and rank these in order of priority by using their oversubscription criteria.

This ranked list will be sent back to the School Admissions Team.

When all of the admission authorities have returned this information to Wiltshire Council it will be used to decide which school can offer your child a place. An offer will be made at the highest preference school you have named which can accommodate your child.

We will then inform other local authorities of any offers of places at Wiltshire Schools to be made to applicants who live in their area. Other local authorities will inform us of any offers of places to Wiltshire residents which they are able to make. Our proposed allocations will be matched with those from other authorities and any multiple offers will be removed. We will ensure that the higher preference is offered if there is an application for an out of county school to consider.

Please note that the order in which you have listed your preferences is only looked at after schools have ranked all applicants. No schools can give higher priority if you have named them as your first preference on the application form.

Your ranked position for each school will be determined by applying the admissions criteria for that school, preferences are treated equally in the ranking process.

**If you live in Wiltshire and we cannot offer a place to your child at any of your preferred schools, a place will be allocated at an alternative school.**

#### **Notification of offers**

National offer date is 1 March 2017. If you apply online you will be able to log back into the online system on national offer date to view the outcome of the application, you will also be sent an offer letter which will detail all the preferences you have made as well as indicating which school place your child is being offered. This letter will be posted out second class on 1 March 2017.

If you applied by submitting a paper application the outcome of your application will be posted out to you second class on the 1 March 2017. The letter will detail all the preferences you have made as well as indicating which school place your child is being offered. You will not be able to find out the decision of your application until your letter is received. ***No decisions will be given out over the phone.***

It is important that you read and then follow the instructions in the decision letter, by either accepting or declining the place offered for your child. Details of where to send this information and the date by which this must be done will be included within the letter. Failure to respond to this letter may result in the school place being withdrawn and the place offered to another applicant.

If you decline the offer of a school place it will be taken away and the place will be reallocated to another child. An alternative school will not be automatically offered to you, you will need to submit a fresh application.

### **Waiting list for voluntary controlled or community schools**

If your child has been refused admission to any voluntary controlled or community school, his or her name will automatically be placed on a waiting list. This list will close on the last school day of the July term. To remain on the waiting list for the new academic year you must make a fresh application. Such applications can be submitted from April prior to the new academic year, but will not be considered until after the 31 May. For more information regarding waiting lists please visit [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or contact Customer Services on 01225 713010.

It is important to note that any waiting list has to be kept in priority order determined by the admission criteria as given on page 26. We do not keep waiting lists in date order of receipt of applications. This means that your position on the waiting list can change as new names are added to it.

### **Waiting list for foundation and voluntary aided school and academies**

Foundation and voluntary aided schools and academies maintain their own waiting list once the application process has been completed and if any places become available at the school applicants will be considered as outlined in the school's published policy. For further information regarding waiting list at any foundation and aided schools and academies please contact the school directly or visit the schools website.

To remain on the waiting list for the new academic year you must make a fresh application. Applications will be considered in the timescales outlined in the individual schools policies.

### **Late applications**

If you apply after the deadline of 31 October 2016, your application will not be considered until all of those applications received before the deadline have been processed.

Second round applications: are applications received between 1 November 2016 and 9 March 2017. Applicants will receive a decision on their application around the end of April 2017.

Third round applications: are applications received after 9 March will not be considered until after the 15 May 2017. Applications received after 9 March will be considered in date order of receipt.



In all cases, 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 preferences will automatically supersede any earlier preferences stated.

During the second and 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 second or third round of allocations any offer made in an earlier round will automatically be withdrawn.

### **Exceptional circumstances**

Only in exceptional circumstances as listed below will a late application be considered at the same time as applications received by the deadline of 31 October 2016. Those circumstances are 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 16 December 2016).
- a move into Wiltshire from outside the county after the deadline date but before 16 December 2016. Confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement) must be provided before 16 December 2016.
- service personnel moving to a Wiltshire address after the deadline date. A posting notice must be provided before 16 December 2016.
- a common application form has not been received by the LA but the parent can provide proof of posting.

Documentary evidence should be provided with the application (or at the latest by 16 December 2016) 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.

### **Appeals**

If you have not secured a school place at any of your preferred school(s) you have the right to appeal to an independent appeal.

If you wish to appeal, please contact Customer Services on 01225 713010, who will be able to advise you of the action you need to take in order to appeal.

If you wish to appeal against the decision not to offer your child a place at a voluntary controlled or community school, please visit the website to confirm the deadline for lodging an appeal.

If you have applied to a foundation, voluntary aided school or academy, details of the appeal process can be obtained directly from the school or by visiting the schools website. It is important to note that some schools also operate a strict timescale for lodging an appeal.

All appeals must be heard by an independent appeal panel, which will consider:

- Whether the relevant admissions authority followed its own admissions policy and if it had good reasons for not offering your child a place (for example, the school was over- subscribed and other children had a higher priority for securing a school place).
- Your reasons for wanting your child to attend the school
- Any supporting evidence that might be relevant to your case

The appeal panel’s decision is binding on parents and the admissions authority alike. If your appeal is successful, your child will be offered a place at the school.

### **In Year transfer applications**

The normal round of admission will be for children starting secondary school for the first time in September 2017. However you may wish to apply for a change of schools, either because you are moving to the area or you wish for your child to transfer schools. You have the right to state a preference for any school.

The table in this section provides details of the timescales for dealing with In Year transfer applications. Please note that if an application is submitted **too early** it may be returned to you. The table below gives the earliest date 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 within 20 school days of our receipt of your form. At busy periods there may be delays.

<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

### **Living in Wiltshire and transferring to another Wiltshire school**

If you live in Wiltshire and would like to transfer your child to a school in Wiltshire you should apply directly to Wiltshire Council.

### **Living in Wiltshire and transferring to an out-of-county school**

If you currently live in Wiltshire and wish to apply to transfer your child to a school in another county then you must contact the local authority in that county in which your preferred school is situated, for details on how to apply.

## **Living outside Wiltshire and would like to apply for a school in Wiltshire**

If you live outside Wiltshire and would like to transfer your child to a school in Wiltshire you should apply directly to Wiltshire Council.

If you are applying for a community or voluntary controlled school we will make a decision on your application. If you are applying to an academy, foundation or aided school, the governing body will make the decision. Once a decision has been made Wiltshire Council will write to you with the decision. The decision letter will provide information, if appropriate, about the statutory right of appeal.

Your child should not be removed from their current school unless an alternative school place or educational provision has been secured elsewhere or unless you have moved house and it is not practical for your child to continue at their present school. Mid-term transfers will only be agreed where both present and preferred school head teachers are in agreement.

If you move house and choose to keep your child at his or her present school beyond the current school year, rather than apply for a transfer, this may affect your entitlement for transport to and from school if applicable. Please contact Passenger Transport on 0300 456 0100 for information.

In Year transfer application forms can be downloaded from the website at **[www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)** or by calling Customer Services on 01225 713010. Transfer applications cannot be made using the online system.

## **Applications for the admissions of children outside their normal age group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

Parents who would like to request admission outside their child's normal age group should complete an application form and send their request in writing to the local authority. You are asked to include any supporting information, in relation to your request. Once a request has been received by the local authority it will be sent to the preferred school(s) for consideration.

The decisions on requests for applications outside the child's normal age group are made by the admission authority for the school. In the case of voluntary controlled & community schools the local authority will make the decision in consultation with the Head Teacher of the preferred school and the local authority's professional advisors.

Requests for admission outside a child's normal age group at academies, voluntary aided or foundation school will be considered by the governing body/academy trust as they are the admission authority.

All requests should be made in the September prior to when the child would normally be transferring to secondary school, in order to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 31 October 2016.

All admission authorities are required to make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

Once a decision has been made Wiltshire Council will write to you to confirm the outcome of the request.

If the parental request for delayed admission into secondary school is agreed, a separate application for a place in the next cohort will have to be made. This application would be considered along with all the other applicants for admission in that year at the preferred school. There would be no guarantee that a place would be able to be offered in the preferred school, even if an application for delayed entry is allowed. If the preferred school is over-subscribed and you are not offered a place, the local authority will make an alternative offer.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **General queries**

Calls will be handled by Customer Services who can be contacted directly on 01225 713010. Your call will be logged and an immediate response will be given whenever possible. Should Customer Services be unable to provide an immediate response, details of your query will be passed to the School Admissions Team and you will be advised when to expect a response.

We also recommend that you visit our website at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) for further information.

### **Home to school transport**

Entitlement for home to school transport is dealt with separately to the school admissions process.

Every home in Wiltshire has a designated school for transport purposes. This may differ from the designated schools listed by the Admissions Team. If you choose for your child to attend a school which is not designated for transport entitlement from your address, it will be your responsibility as a parent to make and pay for any transport arrangements while your child attends that school.

If you are unsure of which is your designated school for transport purposes, please email [educationtransport@wiltshire.gov.uk](mailto:educationtransport@wiltshire.gov.uk) or write to the Passenger Transport Unit, Wiltshire Council, Trowbridge BA14 8JN stating your home address and the schools you are thinking of applying for. Please specify if you are, or expect to be in receipt of free school meals or are receiving the maximum level of Working Tax Credit (WTC) as additional benefits may be applicable to you. For any other advice on transport call 01225 713253 for northern Wiltshire 01225 713578 for eastern Wiltshire or 01225 713398 for southern and western Wiltshire.

Free or assisted transport for children living in Wiltshire is arranged at the start of their schooling, or when there is a change of school or home address.

It is parent's responsibility to apply for home to school transport. It should not be assumed that public transport, provided in a previous year, will still be available.

Your child may be entitled to free transport if:

- The child is aged between eleven and fifteen inclusive and lives three miles or more from their nearest or designated secondary school (for transport purposes) measured by the shortest available route
- The child is at a secondary school over two miles away from their home, but less than six miles away, where this is one of the three nearest secondary schools to the home address and the child is entitled to free school meals or is from a household in receipt of the maximum level of Working Tax Credit (or any new benefit as advised by HM government under the current benefit review)
- The child lives within the qualifying distance, attending the nearest or designated secondary school (for transport purposes) but the route the child would walk to school is assessed by Wiltshire Council as unsafe

Wiltshire Council reserves the right to decide on the type of transport provided. Normally pupils travel on vehicles contracted to the council or by public bus or rail services when a season ticket will be provided. Misbehaviour on the transport or the misuse of a pass will lead to the child being temporarily or permanently excluded from using that transport.

### **Shared sites**

Where a school shares the same site/campus as another and shares the same transport, free transport may be given if the other school is the designated school for the pupil's address. This situation occurs where the following schools share site;

Chippenham: Sheldon/Hardenhuish School

Salisbury: (Laverstock) Wyvern College/ St Edmund's CE Girls / St Joseph's RC School

Trowbridge; Clarendon / John of Gaunt / St Augustine's Catholic College

It is important to note – if a pupil receives free transport to a non-designated school under this 'shared site' agreement and the designated school is closed for the day, or changes their school hours in a way to affect transport, it is the parent's responsibility to make and pay for the arrangements for transporting the child to school.

### **Spare seats scheme**

Where spare seats are available on contract vehicles, they may be allocated to non-entitled pupils at a charge. This offer of a 'spare seat' place is made on the understanding that any seat allocated will have to be relinquished if, at a later date:

- The seat is required for an entitled pupil or one with a higher priority, e.g. an older child or siblings of one already travelling
- On reviewing the transport requirement, the service is withdrawn. (In certain areas it has been possible to convert contract school buses into public services, thereby enabling pupils not entitled to free transport, whose parents wish them to do so, to continue travelling as fare paying passengers).
- Where pupils are able to travel between home and school on vehicles for which fares may be paid, they may not be allocated a spare seat place.

### **Applying for transport**

Application forms for transport to school will be available from schools around Easter time. You can also print forms from our website **www.wiltshire.gov.uk** or call our Customer Services Team 0300 456 0100 to request a form. You can also email us direct at **educationtransport@wiltshire.gov.uk** and supply us with your postal address to request a form.

Forms should be completed and returned to the Passenger Transport Unit at County Hall before 1 June for transport requested for the start of the autumn term, or with at least three weeks' notice at any other time of the year. Each application is considered on its own merits. You must apply for school transport as it will not be provided automatically. You are also advised to apply as soon as you have been informed of the school place your child has been offered.

### **Consider a sustainable travel choice**

Wiltshire Council has a duty under the education and Inspections Act to promote sustainable modes of travel to school. Our School Travel Plan Advisor is working with Wiltshire schools to develop, update and implement travel plans. The aim of a travel plan is to reduce car-borne journeys to and from the school site, and to promote and encourage sustainable modes of travel. Walking and cycling regularly will help improve people's health, and will reduce congestion, thereby helping the environment. Where walking, cycling or public transport are not feasible, bus travel, car sharing or park and ride may be an option.

Find out whether the schools you are considering for your child are promoting sustainable travel by speaking to the Headteacher about the school's travel Plan. For more information about school travel plans in general, contact the School Travel Plan Team on 01225 713883 or email **travelplanning@wiltshire.gov.uk**.

## **Contact details for other teams with the local authority**

### **Education Welfare Service**

The Education Welfare Service works with schools and families in supporting all children at statutory school age to maintain excellent attendance at school, in particular focusing on reducing truancy, bullying and illegal child employment. Tel: 01225 718095.

### **Support for children from ethnic minorities**

Your child may have a mother tongue which is not English, or they may have been brought up in a home where English was not spoken and they have since become an English speaker. For queries about support for children from ethnic minorities and/or with English as a second language please contact the Ethnic Minority & Achievement Service (EMAS) on 01225 785693.

The advice of the authority's EMAS team will be sought when a request is received from any pupil who has English as an additional language to delay transfer to a secondary school.

### **Traveller Education Service**

The Council has a duty to make full-time education available to all children living in Wiltshire including those who are resident for relatively short periods.

Travellers include gypsy and other travellers, living on official or unofficial sites and circus, fairground and bargee families. Tel: East and South 01722 341107 North and West 01225 785694.

### **Free school meals**

For queries on entitlement to free school meals please contact Helen Shorten Research & Statistics Team at County Hall on 01225 713780.

### **External organisation contact details**

#### **Advisory Centre for Education (ACE)**

The Advisory Centre for Education Limited is an independent national advice centre for parents. Please visit the website at [www.ace-ed.org.uk](http://www.ace-ed.org.uk) or email any enquiries to [enquiries@ace-ed.org.uk](mailto:enquiries@ace-ed.org.uk)

#### **Diocesan Boards and Departments of Education**

There are three departments which have oversight of the voluntary aided secondary schools within Wiltshire.

Bristol Diocese (CE) Department of Education, All saints Centre, 1 all Saints court, Bristol BS1 1JN; Tel: 01179 060100.

Clifton Diocese (RC) Department for Schools and Colleges, Alexander House, 160 Pennywell Road, Bristol BS5 0TX; Tel: 01179 025593.

Salisbury (CE) Diocesan Board, Diocesan Education Centre, Devizes Road, Salisbury, Wiltshire SP2 9LY; Tel: 01722 744538.

### **Independent Schools Council (ISC)**

For information regarding Independent schools ISC has a national website [www.isc.co.uk](http://www.isc.co.uk) or they can be contacted on 020 7766 7070.

### **Office for Standards in Education (OFSTED)**

OFSTED is responsible for regular school inspections. Their national number is 0300 1234234. Past inspection reports can be accessed through [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

### **Department for Education**

The government department which is responsible for all aspects of education, including admissions to schools, is located in Sanctuary Buildings, Great Smith Street, London SW1P 3BT. The DFE website is available at [www.gov.uk](http://www.gov.uk)

Copies of the School Admissions Code and the Code of Practice for Admission Appeals can be downloaded via [www.gov.uk](http://www.gov.uk)

### **Our neighbouring authorities**

#### **Bath & North East Somerset Council**

PO Box 24, Riverside, Temple Street, Keynsham, Bristol BS31 1DN Tel: 01225 394312, Fax: 01225 394296. Website [www.bathnes.gov.uk](http://www.bathnes.gov.uk) Email [admissions\\_transport@bathnes.gov.uk](mailto:admissions_transport@bathnes.gov.uk)

#### **Dorset County Council**

Dorset County Council, Colliton Park, Dorchester, Dorset DT1 1XJ Tel: 01305 221060 Fax: 01305 228638. Website [www.dorsetforyou.com/schooladmissions](http://www.dorsetforyou.com/schooladmissions)

#### **Gloucestershire County Council**

Shire Hall, West Gate Street, Gloucester GL1 2TP Tel: 01452 425407/425408 Email [school.admissions@gloucestershire.gov.uk](mailto:school.admissions@gloucestershire.gov.uk) Website [www.gloucestershire.gov.uk/education/admissions](http://www.gloucestershire.gov.uk/education/admissions)

#### **Hampshire County Council**

County Admissions Team, Children's Services Department, The Castle, Winchester, Hampshire SO23 8UG Tel: 0300 555 1377 Email [admissions.team@hants.gov.uk](mailto:admissions.team@hants.gov.uk) Website [www.hants.gov.uk/education/admission](http://www.hants.gov.uk/education/admission)

#### **Oxfordshire County Council**

School Admissions Team, Children's Services, County Hall, New Road, Oxford OX1 1ND Tel: 01865 815175 Fax: 01865 783198 Email [admissions.school@oxfordshire.gov.uk](mailto:admissions.school@oxfordshire.gov.uk) Website [www.oxfordshire.gov.uk/admissions](http://www.oxfordshire.gov.uk/admissions)



**Somerset County Council**

County Hall, Taunton, Somerset TA1 4DY Tel: 0300 123 2224 Fax: 01823 355385  
Email [schooladmissions@somerset.gov.uk](mailto:schooladmissions@somerset.gov.uk) Website [www.somerset.gov.uk](http://www.somerset.gov.uk)

**South Gloucestershire Council**

Badminton Road offices, Yate, South Gloucester BS37 5AF Tel: 01454 868008 Email  
[cis@southglos.gov.uk](mailto:cis@southglos.gov.uk) Website [www.southglos.gov.uk](http://www.southglos.gov.uk)

**Swindon Borough Council**

School Admission Team, Childrens Service, Sanford House, Sanford Street, Swindon SN1  
1QH Tel: 01793 445500(general enquiries) Fax: 01793 465770 Email  
[schooladmissions@swindon.gov.uk](mailto:schooladmissions@swindon.gov.uk) Website [www.swindon.gov.uk](http://www.swindon.gov.uk)

**West Berkshire Council**

West Street House, West Street, Newbury, Berkshire RG14 1BZ  
Tel: 01635 519771/503425/519780 Email [admissions@westberks.gov.uk](mailto:admissions@westberks.gov.uk) Website  
[www.westberks.gov.uk](http://www.westberks.gov.uk)

## **Oversubscription criteria for voluntary controlled and community secondary schools 2017/18**

Where a school is oversubscribed, places are allocated to children in order of the ranked criteria listed below:

**a. Looked After Children/Previously Looked After Children**

The definition of Looked After Children - a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989).

**b. Vulnerable children**

Children from families registered with the National Asylum Support Service; Children or families with a serious medical, physical or psychological condition where written evidence is provided at the time of application from a senior clinical medical officer, general practitioner or specialist showing that it would be detrimental to the child or family not to be admitted to the preferred school.

For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of the application and also living at the same address on a permanent basis. Proof will be required and must be submitted by the deadline date.

**c. Designated area siblings and shared area siblings**

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives within the designated area or shared area at the same address as the sibling. The sibling must not be in year 11, 12 or 13 of the school at the deadline date. Step, half and foster siblings are included in this category;

**d. Other children from the designated area or shared area**

Children resident within the designated area or shared area who do not qualify under one of the criteria above.

**e. Other Siblings**

A child is considered under this criterion if a sibling is attending the school as at the deadline date and where the child lives at the same address as the sibling. The sibling must not be in years 11, 12 or 13 at the school as of the deadline date. Step, half and foster siblings are also included in this category.

f. **Children of staff at the school**

A child is considered to fall under this criterion;

- where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If applicants wish to be considered under this criterion then a letter from the Headteacher confirming the above applies to the applicant must be provided at the time of application.

g. **Children eligible for service premium relocating to Salisbury Plain**

The above criteria will only apply to the following schools: Amesbury - Stonehenge

h. **Other Children**

Children to whom none of the above criteria apply.

**Tie Break**

If the school is oversubscribed within any category above, the straight-line distance from the child's home address to the school will be used as the determining factor. Distances will be measured according to the Ordnance Survey eastings and northings for the child's home address and the school. Those living closer to the school will be given priority.

If two or more children with the same priority for admission live an indistinguishable distance from the preferred school, but cannot all be admitted, then the available places will be decided by means of casting lots (random application). The random allocation will be conducted independently by Democratic Services, Wiltshire Council.

# Wiltshire



Cover photograph is a stock photo – posed by models.

Information about Wiltshire Council services can be made available on request in other languages such as large print and audio.

Please contact the council by telephone 0300 456 0100 or email [customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk)

يمكن، عند الطلب، الحصول على معلومات حول خدمات مجلس بلدية ويلتشرير وذلك بأشكال (معلومات بخط عريض أو سماعية) ولغات مختلفة. الرجاء الاتصال بمجلس البلدية على الرقم ٠٣٠٠٤٥٦٠١٠٠ أو من خلال الاتصال النصي (تيكست فون) على الرقم ٧١٢٥٠٠ (٠١٢٢٥) أو بالبريد الإلكتروني على العنوان التالي: [customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk)

如果有需要我們可以使用其他形式（例如：大字體版本或者錄音帶）或其他語言版本向您提供有關威爾特郡政務會各項服務的資訊，敬請與政務會聯繫，電話：0300 456 0100，文本電話：(01225) 712500，或者發電子郵件至：[customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk)

Na życzenie udostępniamy informacje na temat usług oferowanych przez władze samorządowe hrabstwa Wiltshire (Wiltshire Council) w innych formatach (takich jak dużym drukiem lub w wersji audio) i w innych językach. Prosimy skontaktować się z władzami samorządowymi pod numerem telefonu 0300 456 0100 lub telefonu tekstowego (01225) 712500 bądź za pośrednictwem poczty elektronicznej na adres: [customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk)

ولتشر کونسل (Wiltshire Council) کی سروسز کے بارے میں معلومات دوسری طرزوں میں فراہم کی جاسکتی ہیں (جیسے کہ بڑی چھپائی یا آڈیو ہے) اور درخواست کرنے پر دوسری زبانوں میں فراہم کی جاسکتی ہیں۔ براہ کرم کونسل سے 0300 456 0100 پر رابطہ کریں، ٹیکسٹ فون سے (01225) 712500 پر رابطہ کریں یا [customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk) پر ای میل بھیجیں۔