

# Finding a Secondary School Place

A guide for Wiltshire residents seeking a secondary school place during the 2015/2016 school year and a directory of secondary schools in Wiltshire.



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 2014.
- ➔ 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, 7 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.

**[www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)**

Visit the web site today to complete your application

Dear Parent

## Finding a secondary school place

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 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 on what 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 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 2015/16. It will not necessarily apply to later years. A new version is published each autumn.

Yours sincerely



Carolyn Godfrey, Director for Children's Services and Corporate Director



## Contents

Foreword.....	1	Living in Wiltshire and transferring to another Wiltshire School.....	10
Aim of the booklet.....	3	Living in Wiltshire and transferring to an out-of-county school. ....	11
Choosing a school.....	3	Live outside Wiltshire and would like to apply for a school in Wiltshire. ....	11
Types of School.....	3	Applications from forces families .....	11
Admission authorities .....	4	Applications for sixth forms .....	12
Admission policies .....	4	Children from overseas .....	12
Published Admission Number (PAN).....	4	Further information .....	12
Designated and shared areas .....	4	Free school meals .....	12
Reasonable alternative .....	5	Home to school transport .....	12
Co-ordinated admissions .....	5	Shared sites .....	13
Applying for a school place .....	5	Transport to denominational schools.....	13
Filling in the application form.....	5	Spare seat scheme .....	13
Completed forms .....	6	Applying for transport .....	14
Applications on faith grounds.....	6	Consider a sustainable travel choice .....	14
Non Wiltshire residents .....	7	Education welfare service .....	14
Applying for an out-of-county school .....	7	Support for children from ethnic minorities... 14	
Grammar schools .....	7	Traveller education service.....	14
How forms are processed .....	7	Advisory Centre for Education (ACE) .....	14
Notification of offers.....	8	Diocesan boards and departments of education .....	15
Register of interest of a school place.....	8	Independent Schools Information Service (ISIS).....	15
Waiting list for voluntary or community schools .....	8	Office for Standards in Education (OFSTED) 15	
Waiting list for foundation and voluntary aided school and academies.....	8	Department for Education (DFE) .....	15
Appeals .....	9	Local Government Ombudsman (LGO) .....	15
Late applications.....	9	Our neighbouring local authorities.....	15
Children with a statement of special educational need.....	10	The admission criteria for all community and voluntary controlled schools.....	18
Looked after children (LAC) and previously looked after children.....	10	Term dates .....	19
Early entry before the age of 11.....	10		
Deferred entry to a secondary school .....	10		
In-year transfer applications.....	10		

## **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 second section, in the form of an insert, gives details of all the secondary schools within Wiltshire excluding independent schools.

## **Choosing a school**

It is advisable to collect as much information about the schools in your area as possible to help you decide which would be most likely to meet your child's needs.

It is a good idea to visit all the schools you are considering to gain firsthand experience of how they are run. Every school has a prospectus which will be available on request. This will include:

- The main aims and objectives of the school
- National curriculum test results
- Information about school policy and rules eg homework and behaviour
- After school clubs and activities

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)

The common application form supplied by Wiltshire Council allows you to express preferences for up to three schools. Although many parents secure places for their children at a preferred secondary school, some schools are unable to offer places to everyone who applies. If you are interested in one of these very popular schools, it's a good idea to carefully consider second and third options where your child has a realistic chance of being offered a place. If you do not name second and third schools when applying and we cannot offer your first preference your child will be allocated a place. If you live within the county, Wiltshire Council will allocate a place, if you live outside Wiltshire, your home local authority (on whose form you must apply) will allocate a school place.

You should contact your home authority directly if you have any queries; contact details of neighbouring local authorities are given on page 16.

Naming second and third preferences will not reduce your chance 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.

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.
- 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.

It is very important to read the criteria carefully before making your application to try to assess your chances of success. If a school is oversubscribed and you don't meet any of the school's admission criteria, 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 College are single sex schools, South Wilts Grammar School and Bishop Wordsworth's Grammar School are both single sex and selective.

Within Wiltshire there are six different types of school: voluntary controlled, community,

voluntary aided, foundation, academy and independent.

Details of independent schools located in Wiltshire can be obtained through The Independent Schools Information Service (ISCIS) on 020 7766 7700, by email: [info@iscis-sw.co.uk](mailto:info@iscis-sw.co.uk) or the website: [www.isc.co.uk](http://www.isc.co.uk) Independent schools should be contacted directly regarding their admission processes.

### **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.

Wiltshire Council is responsible for administering admissions to all schools in Wiltshire except Independent Schools.

### **Admission 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 on applications when there are more applications than places available.

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 school(s).

As the admission authority for all voluntary controlled and community schools, Wiltshire Council also publishes an admissions policy which can be found on page 19 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 subsequent Education Acts and is in accordance with the School Admissions Code, produced by the Department for Education.

Summaries of the policies for voluntary aided, foundation and academy schools can be found as an insert to this booklet. In this directory section you will see a set of figures which show under which admission criteria children were

admitted to each school for the last three years. This should give you some idea of the availability of places at schools and help you to determine what priority will be given to your application if the school is oversubscribed. If details of your preferred schools are not shown on these pages, please contact the schools directly for more information. (The information was not available from some voluntary aided, foundation school or academies at the time of going to print.)

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

Each school has a PAN. This takes into account the physical size of the teaching areas 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 the 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. On the other hand schools cannot refuse any application if they are not up to their PAN. The PAN is therefore a very important number. PAN's can be found in the insert to this guide.

### **Designated and shared areas**

Many admission policies will refer to the designated 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.

In some parts of the county designated areas overlap and particular addresses 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. All in-area children have a higher

# Apply online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

priority for a place at a controlled or community school than any out-of-area children.

To find out your designated school please contact Customer Services on 01225 713010.

## 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. A reasonable alternative is a school within the statutory safe walking distance of your home address. For children of secondary school age this distance is three miles. The Passenger Transport Section of Wiltshire Council is responsible for determining the safe walking distance. (More details are available on page 12 to 13 of this guide.)

In some areas it is not possible to find a reasonable alternative school. In these circumstances your child would be entitled to transport to the closest alternative school. Wiltshire Council however is reluctant to transport children and will, whenever possible, provide a place at a local school. In some cases this will mean that the designated school for your home address may be required to exceed admission numbers to find a place for your child.

## 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 complete a common application form 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 in Wiltshire is 31 October 2014. The offer date is set nationally and will be 2 March 2015 (when letters will be posted).

## Applying for a school place

You must apply for a school place; one will not be allocated automatically. You can apply online using [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) – details are given at the front of this guide. If you apply

online you do not need to complete a paper application.

There is a common application form which should be used by all Wiltshire residents who wish to apply for the normal point of entry (start of year seven) for a secondary school place. A child will be due to start secondary school in September 2015 if they were born between 1 September 2003 and 31 August 2004.

All maintained primary schools in Wiltshire will be sent paper application forms for their year six pupils during September. Application forms will also be available from secondary schools or from Customer Services on 01225 713010. You can also download a copy of the secondary application form from the website: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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

If your child has a statement of special educational need, you should contact your case worker as the admission for him or her will be handled by the Central SEND Team at County Hall and not by the School Admissions Team. You cannot apply online or use the common application form in these circumstances.

## Filling in the application form

It is important that the application form is completed fully. 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 for 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 place.

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 2014. 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 address details.

Parents may choose up to three preferred schools which should be named in order of preference on the application form. You do not have to name three schools, but it is important to consider alternatives in case we are unable to offer a place at your preferred school. You can name any secondary school on this form either inside or outside of the county. If you wish to apply for an independent school you should contact the school directly for information about how to apply.

Naming just one school on your application does not increase the chance of your child securing a place at that school, neither does naming the same preference more than once.

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.

On the form you are asked to provide information regarding your child's religious status. This information is only relevant if you are applying for your child to attend a faith school, if this is not the case, this section can be left blank. If you are applying for a faith school, this information and any supporting evidence the school may ask you to provide could affect your child's priority for a place at the school. Therefore it is essential that you also contact your preferred school(s) to determine whether such additional information is required.

If you have any other secondary aged children attending your preferred schools this information should be included on the application form in the appropriate box as many schools will award higher priority for school places to children who have brothers or sisters 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 may 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 forms must be received at the address above by 31 October 2014. Any application received after this date will be treated as late other than in a number of exceptional circumstances as determined by the Director for Children and Education which are given on page 9 of this booklet.

Late applications will not be considered until after all those received before the deadline have been processed, which means that you are less likely to secure a place at your preferred school.

The receipt of your application will be acknowledged. If you have not received an acknowledgement within 15 school days of returning your application form, please contact Customer Services at County Hall on 01225 713010.

## **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. 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.



# Apply online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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.

If you are unsure whether you need to complete such a form, please contact your preferred schools directly for advice.

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.

## **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 16 for contact details). When you have returned your form to them, details of your preference will be forwarded to Wiltshire Council. If you are seeking a place at an academy, aided or foundation school, 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 RC College in Trowbridge, you should fill in a Somerset form and return it to Somerset County Council. They will send your application details to Wiltshire Council and these will be forwarded to St Augustine's. Your application will be considered by St Augustine's alongside all other applications for the school. The way we will process applications is given overleaf.

## **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 Broad Hinton and want to apply for Ridgeway School in Wroughton, you must complete a Wiltshire form and return it to County Hall, Trowbridge. We will pass on your application details to Swindon Borough Council where it will be considered alongside the other applications for the school.

## **Grammar schools**

In order to be considered for a place at a grammar school, children must take a selection test for the appropriate school.

In Wiltshire this test is run by Bishop Wordsworth's Grammar School for Boys and South Wilts Grammar School for Girls. The test for 2015 entry will be held on Saturday 27 September 2014.

## **How forms are processed**

All application forms for children living in Wiltshire should be sent to the admissions team at County Hall, Trowbridge. We will send details of applications with preferences for schools in other counties and boroughs to their own education offices. Information about applications made to the selective grammar schools, foundation, academy and aided schools within the county will be passed on to those schools. The individual admission authorities will consider all applications made for their school and rank these in order of priority by using their oversubscription criteria. This ranked list will then 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. If both the first and second preference school could be offered, the first preference school would be given, even if the second preference was closer to home.

# Apply online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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 with spaces available.

We will inform other local authorities of any offers of places at Wiltshire schools to be made to applicants who live in their areas. 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.

This processing will take some time and each child will receive an offer of just one school place.

Please note that the order in which you have listed your preferences is only looked at after schools have ranked all applicants. No school 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 admission criteria for that school; preferences are treated equally in the ranking process.

## **Notification of offers**

The national offer date is 2 March 2015. All Wiltshire applicants will receive an offer for one secondary school place which will be posted out by the School Admissions Team on this date. Details of the outcome of your application will not be available before this date.

The school place offered will be at your highest preference school which has a place available. If we are unable to offer you a place at any of your preferred schools, a school place will be allocated.

The notification letter will detail all the preferences you made as well as indicating which school place your child is being offered. If you move house after completing the application form, please ensure that you contact Customer Services on 01225 713010 with your new address details. Proof of your new address is required.

It is important that you follow the instructions on the offer letter, by either accepting or declining the place offered for your child. Details of where to send this information and the date this must be done by 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.

## **Register of interest of a school place**

Some schools collect names of parents interested in their school, sometimes many years before the child is due to start at the school. It is important to note that any waiting or interest lists kept by a school prior to the normal application process does not constitute a formal application. Applications must be submitted as outlined within this guide.

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

If your child has been refused admission to any voluntary controlled or community school their 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 should be made from the April prior to the new academic year. 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 must be kept in the priority order determined by the admission criteria as given on page 19. We will 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. It is also important that you contact the School Admissions Team if your circumstances change as this may alter your child's position on the waiting list.

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

Foundation and aided schools and academies maintain their own waiting list once the application process has been completed.

# Apply online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

If any places become available at the school, applicants will be considered as outlined in the school's published policy.

For information regarding waiting list at any foundation and aided schools and academies please contact the school directly.

## Appeals

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

You have the right of appeal against any school we have refused or not considered.

If you have applied to a voluntary aided, foundation school or academy, details of the appeal process can be obtained directly from the school. It is important to note that some schools may require that you appeal the decision within a strict timescale.

Your appeal will be heard by an independent appeal panel, which will consider:

- Whether the admissions authority followed its own admissions policy and if it had good reasons for not offering your child a place (e.g. the school was over-subscribed and other children met the oversubscription criteria more closely).
- Whether your child's need to be at the school is greater than the effects of having an additional child at the school.
- 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, school and the admission authority alike. If your appeal is successful, your child will be offered a place at the school. If you are not successful at appeal, you should check with the school that your child is on the waiting list for a place, in order that they can be considered should any places become available.

## Late applications

If you apply after the deadline of, 31 October 2014, your application will not be considered until all those applications received before the deadline have been processed. This means that the outcome of your application will not be determined until early May 2015 at the earliest.

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 2014.

1. The illness / death of a close relation such that meeting the deadline was not possible.
2. Where there has been a change of family circumstances after the deadline date which has a significant effect on the preference given on the original application. (If this is a house move this should have been completed by 22 December 2014).
3. A move into Wiltshire from outside of the county after the deadline but before 22 December 2014. Confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement) must be provided by 22 December 2014)
4. Service personnel moving to a Wiltshire address after the deadline date. Acceptable proof as detailed on page 11 must be provided by 22 December 2014.
5. Where there has been a delay in the Local Authority receiving the application due to an administrative error by a school and / or Department for Children and Education staff.
6. Where a common application form has not been received by the Local Authority but the parent can provide proof of postage.
7. Where written evidence from a specialist (such as the Ethnic Minority Achievement Service) is available showing that it would be detrimental to the family unit to split siblings.

Such late applications can only be re-assigned if they are received by Wiltshire Council before 22 December 2014. Any applications meeting the criteria given above which are not received by this time cannot be considered as exceptions and will not be processed until after the notification date of 2 March 2015.

All other late applications will be processed by Wiltshire Council following consultation with the preferred schools named on your form. Any offer letters will be sent out from County Hall.

### **Children with a statement of special educational need**

A child with a statement 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 in finding an appropriate placement for your child.

### **Looked after children (LAC) and previously looked after children**

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. Such children fall into four main groups:

- Children who are accommodated under a voluntary agreement with their parents.
- Children who are the subject of a care order or interim care order.
- Children who are the subject of emergency orders for the protection of the child.
- Children who are compulsorily accommodated, including children remanded to the local authority or subject to a criminal justice supervision order with a residence requirement.

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 the applicant must make it clear if they are applying for a place for a child in care.

### **Early entry before the age of 11**

In exceptional circumstances children may make an early transfer into secondary school. If you wish to consider this option you should talk to the headteacher of your child's primary school and contact the School Admissions Team for advice. When such a request is made we may seek the opinion of the Authority's relevant professional adviser(s).

### **Deferred entry to a secondary school**

In exceptional circumstances children may delay their transfer into secondary school. If you do not wish to transfer your child from primary school after year 6 you should talk to the headteacher of your child's primary school for advice.

### **In-year transfer applications**

The normal round of admissions will be for children starting in year seven at a secondary school in September 2015. However, you may wish/want to change schools when your child has already been attending another secondary school, because you are moving to the area or for personal reasons. You have the right to state a preference for any school. If this is the case, you should complete a transfer application form which is available from all secondary schools and from Customer Services on 01225 713010.

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

If you live in Wiltshire and would like to apply for a transfer to another Wiltshire School you should complete a transfer application form. Once the form is completed it should be returned to Wiltshire Council. If you are applying for a community or voluntary controlled school we will make the decision on your application. If you are applying to a

foundation, voluntary aided school or academy the governing body will make the decision. Interviews cannot form part of the admissions process for any school. Once a decision has been made Wiltshire Council will write out to you.

## **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 for details on how to apply.

## **Live 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.

To obtain a copy of a transfer application form please contact Customer Services on 01225 713010 or download a form from [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk). If you are applying for a community or voluntary controlled school we will make the decision on your application. If you are applying to a foundation, voluntary aided school or academy the governing body will make the decision. Interviews cannot form part of the admissions process for any school. Once a decision has been made Wiltshire Council will write to you.

All applications will be considered in order of receipt. If two or more applications are received on the same day, these will be prioritised using the oversubscription criteria given on page 19.

The decision letter will provide information, if appropriate, about the statutory right of appeal.

Your child should not be removed from school unless an alternative school place or educational provision has been secured elsewhere. Unless you have moved house and it is not practical for your child to continue at their present school, mid-term (using the traditional autumn, spring and summer term) transfers will only be agreed where both present and preferred school head teachers are in agreement that it would be detrimental to the child not to allow the move.

Applications may be made in advance of the required date of entry but they will not be considered until the beginning of the traditional term prior to the required date of entry. You should note that there are normally three entry points in the year: September, January and April. Applications for entry at these times will be looked at from April, September and January respectively.

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 effect your entitlement for transport to and from school. Please contact Passenger Transport on (01225) 713000. Further details about transport can be found from page 13 of this booklet.

## **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.

If you are moving to Wiltshire and have children of school age please contact Customer Services on +44 (0)1225 713010 or email [admissions@wiltshire.gov.uk](mailto:admissions@wiltshire.gov.uk) for advice at the earliest opportunity. Applications for children of UK 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 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 (the address of the closest house in the nearest 'quartering area').

The local authority will not refuse a child of the UK service personnel a place because the family does not currently live in the area nor will not reserve blocks of places for these children.

Children will be considered to be siblings if any brother or sister is going to be attending a school.

## Apply online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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

An official letter, such as a posting notice or letter of support from the commanding officer, should be sent to the local authority as soon as possible.

### Applications for sixth forms

Schools handle all admissions to their sixth forms. If you have a child who wishes to join year 12 or year 13 at any school please contact the school directly as they will be able to give you advice about entry criteria and procedures. Many schools with sixth forms have websites which contain useful information about the subjects available for study and the entry requirements.

### Children from overseas

Admissions authorities **must** treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals. Non-statutory guidance on this is available on the website of the Department for Education.

### Further information

Calls will be handled by our 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.

### Free school meals

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

### Home to school transport

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 to your address, it may be your responsibility as a parent to make and pay for any transport arrangements while your child attends that school (or any new benefit as advised by HM government under the current benefit review).

For any other advice on transport call 01225 713253 for northern Wiltshire.  
01225 713398 for southern and western Wiltshire.  
01225 713758 for eastern 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 the 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 school transport if:

- The child is aged between eleven and fifteen inclusive and lives three miles or more from the nearest or designated secondary school (for transport purposes) measured by the shortest walking distance;
- 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 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 would be provided. Misbehaviour on the transport or 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 can be given if the other school is the one designated for the pupil's address. This situation occurs where the following schools share sites:

- Chippenham: Sheldon / Hardenhuish Schools
- Salisbury (Laverstock): Wyvern College / St Edmund's CE Girls / St Joseph's RC School.
- Trowbridge: Clarendon / John of Gaunt / St Augustine's Catholic College

Important 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 the transport, it is the parent's responsibility to make and pay for the arrangements for transporting the child to school.

### Transport to denominational schools

In September 2011, Wiltshire Council's Cabinet agreed to cease funding new requests for transport assistance to faith schools. From September 2013, any new requests for transport to faith schools should be directed to the individual school. A number of the larger faith schools have made their own transport arrangements from this date and they may be able to offer some form of transport on a paying basis. Wiltshire Council will continue to

offer free transport to the nearest faith school, between two and fifteen miles from home, where the child receives free school meals or the family is in receipt of the maximum level of working tax credit for their case, (or any new benefit as advised by HM government under the current benefit review) as is required by the 2006 Education and Inspections Act . In such cases, the regular church attendance by the parent will need to be confirmed by the parish priest each year. For any further queries regarding denominational transport, please call us on 01225 713580.

### Spare seat 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 is made on the understanding that any seat allocated will have to be relinquished if, at a later date:

- the seat is required for a pupil entitled to free transport or one with a higher priority, e.g. an older child or the sibling of one already travelling or
  - 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).
- However, 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. You can also print forms from our website [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or call our Customer Services Team on 0300 456 0100 to request a form. You can also email us direct at [educationtransport@wiltshire.gov.uk](mailto:educationtransport@wiltshire.gov.uk) and supply us with your postal address to request a form. These should be completed and returned to the Passenger Transport Unit before 1 June 2015 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 stride 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 [travelling@wiltshire.gov.uk](mailto:travelling@wiltshire.gov.uk).

## **Education welfare service**

The education welfare service works with schools and families in supporting all children of statutory school age to maintain excellent attendance at school, in particular focusing on reducing truancy, bullying and illegal child employment:

Telephone: 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 and Achievement Service (EMAS) on 01225 785673.

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 and who wishes 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:

East and South 01722 341107

North and West 01225 785694

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

ACE Limited is an independent national advice centre for parents.

The general advice line 0808 800 5793 is open 10am – 5pm Monday – Friday for any question you may have about your child's education. If you are calling from overseas please dial 00 44 20 7704 3397. Website: [www.ace-ed.org.uk](http://www.ace-ed.org.uk)



# Apply online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

## **Diocesan boards and departments of education**

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

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

Salisbury (CE) Diocesan Board for Education: Diocesan Education Centre, Devizes Road, Salisbury, Wiltshire, SP2 9LY; Tel: 01722 428420

## **Independent Schools Information Service (ISIS)**

For information regarding Independent schools, ISIS has a national website at [www.isc.co.uk](http://www.isc.co.uk) and can be contacted on 020 7766 7700.

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

OFSTED is responsible for regular school inspections. Their national phone number is 08456 404045.

Past inspections reports can be accessed through [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

## **Department for Education (DFE)**

The Government Department which is responsible for all aspects of education, including admissions to schools, is located in Castle View House, East Lane, Runcorn, Cheshire, WA7 2GJ. The DFE website is available at [www.education.gov.uk](http://www.education.gov.uk)

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

The DFE have recently published a parents guide to admissions and appeals. It is available at [www.education.gov.uk](http://www.education.gov.uk) from where you will be directed to the download page.

## **Local Government Ombudsman (LGO)**

The LGO is an independent, impartial free service which can investigate the way that the School Admissions Team (or Wiltshire Council) has carried out its duties if you believe this has been done incorrectly.

Jerry White is the Local Government Ombudsman for Wiltshire and can be contacted at:

The Oaks No 2, Westwood Way, Westwood Business, Coventry, CV4 8JB  
Tel: 02476 820000 Fax: 02476 820001

## **Our neighbouring local authorities**

Bath & North East Somerset Council Admissions & Transport, PO Box 25, Riverside, Temple Street, Keynsham, Bristol, BS31 1DN  
Tel: 01225 394312, Fax: 01225 394296,  
Email: [admissions\\_transport@bathnes.gov.uk](mailto:admissions_transport@bathnes.gov.uk)  
Website: [www.bathnes.gov.uk](http://www.bathnes.gov.uk)

## **Dorset County Council**

School Admissions, Children's Services, Dorset County Council, County Hall, Colliton Park, Dorchester, Dorset, DT1 1XJ  
Tel: 01305 228509 Fax: 01305 228635  
Website: [www.dorsetforyou.com/schooladmissions](http://www.dorsetforyou.com/schooladmissions)  
Email: [admissions@dorsetcc.gov.uk](mailto:admissions@dorsetcc.gov.uk)

## **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/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

## **Hampshire County Council**

The Admissions Team, Children's Services department, Elizabeth II Court East, The Castle, Winchester, Hampshire, SO23 8UG  
Tel: 0845 603 5623,  
Email: [admissions.team@hants.gov.uk](mailto:admissions.team@hants.gov.uk)  
Website: [www.hants.gov.uk/education/admissions.htm](http://www.hants.gov.uk/education/admissions.htm)

## **Oxfordshire County Council**

School Admissions Team, Children's Services, County Hall, New Road, Oxford, OX1 1ND Tel: 01865 815175, Fax: 01865 816268,  
Email: [admissions.schools@oxfordshire.gov.uk](mailto:admissions.schools@oxfordshire.gov.uk)  
Website: [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk)

## **Somerset County Council**

County Hall, Taunton, Somerset, TA1 4DY  
Tel: 0845 456 403, Fax: 01823 355385  
Email: [schooladmissions@somerset.gov.uk](mailto:schooladmissions@somerset.gov.uk)  
Website: [www.somerset.gov.uk](http://www.somerset.gov.uk)

## Apply online at [www.wiltshire.gov.uk](http://www.wiltshire.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

Wat Tyler House West, Beckhampton Street, Swindon, SN1 2JH

Tel: 01793 445500 (general enquires), 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 1BD

Tel: 01635 519772

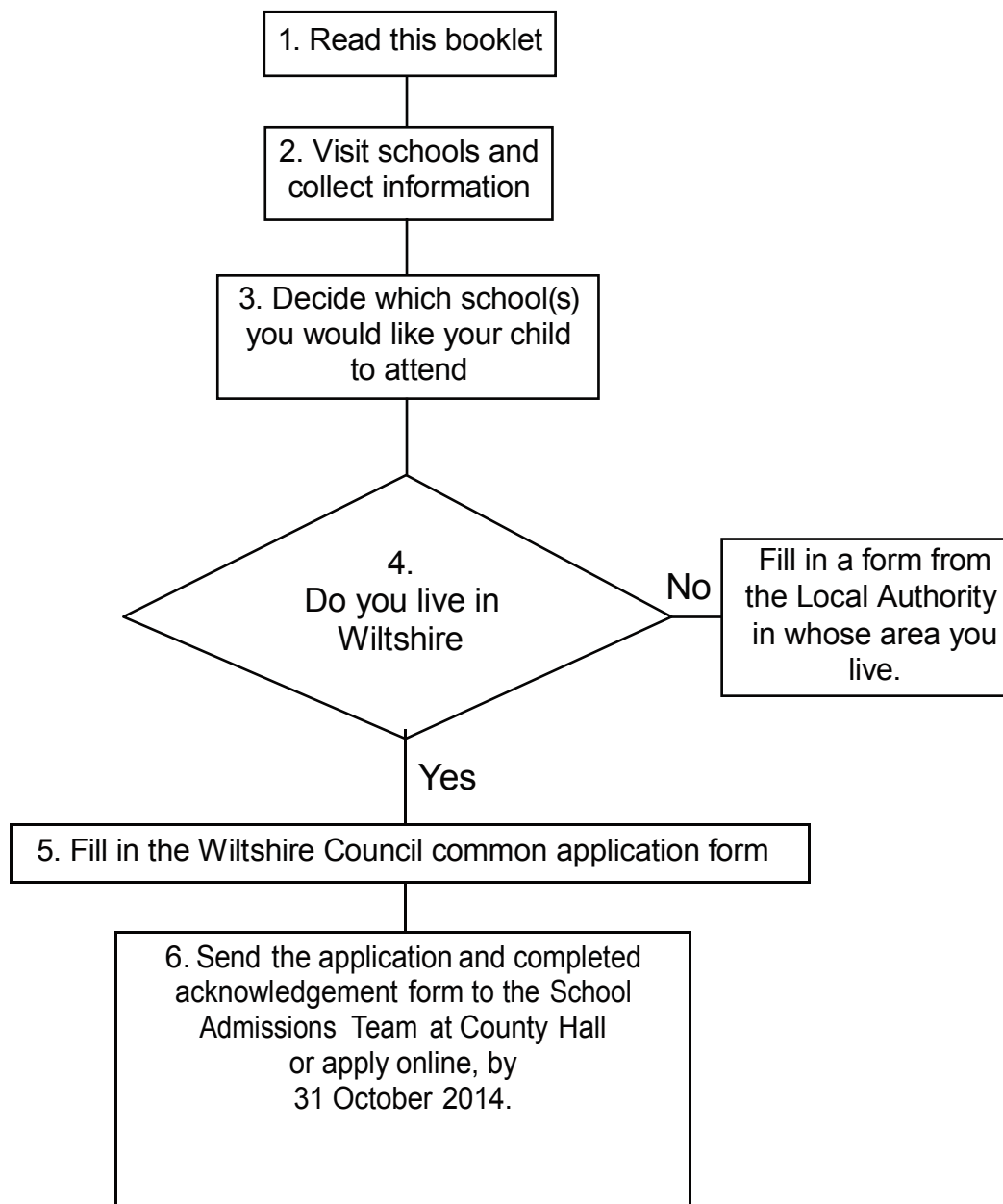
Email: [nwinter@westberks.gov.uk](mailto:nwinter@westberks.gov.uk)

Website: [www.westberks.gov.uk](http://www.westberks.gov.uk)

## The secondary school application process

Applications **must** be received by 31 October 2014 to be considered during the normal round.

If your application is late you will stand less chance of securing a place at your preferred school.



The receipt of all application forms will be acknowledged.

Contact Customer Services on 01225 713010 if you have not received confirmation within 15 school days of your application.

## Apply online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

The admission criteria for all community and voluntary controlled schools

This is the priority order given to applications when there are more applications than available places:-

1. Looked after children/previously looked after children  
Looked after children as defined in Section 22 of the Children's Act 1989.
2. 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 and the general practitioner or specialist showing that it would be detrimental to the child or family not to admit to the preferred school;  
Children with particular educational needs where written evidence is available from central SEN services to show that it would be detrimental to the child not to be admitted to the school;  
For the purpose of the above criteria the word 'families' is determined as living at the same address at the time of application and also living at the same address on a permanent basis. Proof will be required.
3. In-area siblings (Step, half and foster brothers or sisters are also included in this category.) A child is considered under this criterion if:
  - A sibling is on the roll of the preferred school as at the deadline date (providing that the sibling is not in their final year at the school); and
  - the child lives within the designated area or shared area of the school at the same address as the sibling.
4. Other in-area children  
A child is considered in this category if they live within the designated (or discrete geographical area) or a shared area served by the school.
5. Out-of-area siblings (Step, half and foster brothers or sisters are also included in this category.) A child is considered under this criterion if:
  - a sibling is on the roll of the preferred school as at the deadline date (providing that the sibling is not in their final year at the school); and
  - the child lives at the same address as the sibling.
6. Children of staff at the school  
A child is considered to fall under this criterion:
  - a) 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
  - b) 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.
7. Children of serving forces personnel relocating to Salisbury Plain, the above criteria will only apply to the following school: The Stonehenge School, Amesbury.
8. Other children  
Children to whom none of the above criteria apply.  
If there are more applications than places available within any of the criteria above then the straight-line distance from the child's home address to the school will be used as a tie-break. Distances will be measured using Ordnance Survey eastings and northings (which are unique for each postal address) with the child being the shortest distance from the school being given higher priority. In the event that two or more distances are identical, the allocation of places will be decided by casting lots.  
NB. The sibling should not be in year 11, 12 or 13 at the school at the time of application.
  - A sibling (i.e. brother or sister) is defined as a child who shares one natural parent, a step brother or sister, or has been legally adopted or fostered into the family.
  - The address that determines a child's designated or shared area is the place where he or she is ordinarily resident at the deadline for admissions.
  - There is no guarantee that a younger sibling will obtain a future place in the same school as his or her brother or sister.

## Term dates

Set out below is a summary of the term dates for Wiltshire's State schools for the academic years 2014/2015 and 2015/2016. Five days are also available for professional training day closures during term time. These days are set by the headteacher and governors of each school.

### School year 2014/2015

Term	Term Starts	Term Ends	Term Holidays
Term 1 2014	Monday 01/09/14	Wednesday 22/10/14	Thursday 23/10/14 – Friday 31/10/14
Term 2 2014	Monday 03/11/14	Friday 19/12/14	Monday 22/12/14 – Friday 02/01/2015
Term 3 2015	Monday 05/01/15	Friday 13/02/15	Monday 16/02/15 – Friday 20/02/15
Term 4 2015	Monday 23/02/15	Friday 27/03/15	Monday 30/03/15 – Friday 10/04/15
Term 5 2015	Monday 13/04/15	Friday 22/05/15	Monday 25/05/15 – Friday 29/05/15
Term 6 2015	Monday 01/06/15	Wednesday 22/07/15	Thursday 23/07/15 – Friday 31/08/15

### School year 2015/2016

Term	Term Starts	Term Ends	Term Holidays
Term 1 2015	Tuesday 01/09/15	Wednesday 21/10/15	Thursday 22/10/15 – Friday 30/10/15
Term 2 2015	Monday 02/11/15	Friday 18/12/15	Monday 21/12/15 – Friday 01/01/16
Term 3 2016	Monday 04/01/16	Friday 12/02/16	Monday 15/02/16 – Friday 19/02/16
Term 4 2016	Monday 22/02/16	Thursday 24/03/16	Friday 25/03/16 – Friday 08/04/16
Term 5 2016	Monday 11/04/16	Friday 27/05/16	Monday 30/06/16 – Friday 03/06/16
Term 6 2016	Monday 06/06/16	Friday 22/07/16	Monday 25/07/16 – Wednesday 31/08/16

Apply online at [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

# Map of schools in Wiltshire



## Key

- Cities and towns with secondary schools
- Other towns and villages with primary schools

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)

ولٹشائر 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۔