



## G2: Admissions Policy 2022/2023

The School has a Published Admission Number (PAN) of 195 and will offer places to 195 students per year. The School has a Unit for children who have a Statement of Special Educational Needs in relation to Specific Learning Difficulties or Physical Impairment. The children admitted to these Units are not included in the PAN of 195.

### Oversubscription Criteria

Where applications for admission exceed the number of places available, places will be allocated according to the following oversubscription criteria, applied in the order given and subject to availability:

A child who has a Statement of Special Educational Needs or Education, Health and Care Plan (EHCP) is required to be admitted to the school named on the child's statement or plan. Once a statement reaches the formal proposed stage the administration of the young person becomes the responsibility of Special Needs Assessment Team (SENAT) at which point this policy ceases to apply.

1. A 'Looked After Child' - A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function defined by Section 22 (1) of the Children Act 1989.

This also applies to a 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements<sup>1</sup> or special guardianship order *\* including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in care as a result of being adopted.* If a child has ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided and the LA reserve the right to ask the parent to provide this.

2. The School will offer up to 15 places per year, subject to availability, to any student with a demonstrable aptitude in the performing arts. As places are limited the Governors require completion of the Commonweal Supplementary Application Form (NB - Both the Local Authority and Commonweal Supplementary Application Forms must be completed by the closing date before a student can be considered).

Invitations to an audition will be sent in early December 2021

Auditions will be held in early January 2022

Please note that if a student is unsuccessful at audition the application for Commonweal will still be considered according to the other oversubscription criteria listed.

1 Under the provisions of s.14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangements orders.

\*This change will be introduced for children that appear to be looked after outside of England only as a mandatory requirement under a revised School Admissions Code 2021. We anticipate that the Code will be revised in Spring 2021. If the revision comes into force before this policy is determined, it will be included. If the revision comes into force after determination, it will be absent from the policy and will be added when we are required to do so.

3. Any child who has a sibling at the school at the same time that he/she is due to be admitted (brother or sister). 'Sibling' in this context means brothers or sisters, biological or adopted and also includes children living as siblings in the same family unit. Where a sibling of the child making the application is under assessment for a Statement of Special Educational Needs or Education Health and Care Plan, they will be counted as a sibling from the time that the school is named on the final plan.

4. Any child where a member of staff has been employed at Commonweal School for two years or more years at the time of application for admission to Commonweal School is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. This includes stepchildren, foster children and children of cohabiting parents.

5. Any child living within the school's designated area. A map of this area is available for inspection by parents/carers at the school. Priority is given to those living closest to Commonweal School, measured as a straight line between an appropriate web-based tool address point of the **applicant's home address and of the school.**

6. Children not living in the school's designated area, with priority being given to those living closest to Commonweal School, measured as a straight line between an appropriate web-based tool address point of the **applicant's home address and of the school.**

Decider

Distance will be used as a tiebreaker to prioritise applications within each individual criteria. Distance is measured as a straight line between an appropriate web-based tool address point of **the applicant's home address and of the school with those living closest to the school receiving higher priority.** If the direct distance does not separate applicants, places will be allocated by random allocation.

Children of Multiple Births

In the case of multiple births the school may admit over its PAN to admit all children.

Waiting list

Waiting lists for the year of entry of any school operate from the day places are first allocated. The order of placement on the waiting list will be determined by the oversubscription criteria. Placing

a child's name on a waiting list does not affect the parents'/carers' right of appeal against an unsuccessful application. The waiting list will be kept for one academic year only.

## Late Applications

Applications received after the closing date of 31 October 2021 will not be considered except under exceptional circumstances (i.e. illness, bereavement, relocation and evidence may be requested for this), at the sole discretion of the school.

## Applications Outside the Normal Age Group

Commonweal School will accept applications from parents/carers seeking a place for their child outside their normal age group for gifted and talented children, or those who have experienced problems or missed education due to ill health. Decisions will be made by the school following consultation with parents/carers, both schools (primary and secondary), the LA and based on the individual circumstances of each case.

## Applications after the Normal Admission Round

There is an in-year Transfer Form available from the Local Authority for students wishing to transfer after the normal admissions round, or for years other than the normal year of entry available at:

[https://www.swindon.gov.uk/info/20071/school\\_places\\_and\\_admissions/422/changing\\_or\\_transferring\\_to\\_a\\_swindon\\_school](https://www.swindon.gov.uk/info/20071/school_places_and_admissions/422/changing_or_transferring_to_a_swindon_school)

All applications will be considered against the Mid-Year Admissions policy. Information on applications stating preferences for Academy, Foundation and Voluntary Aided Schools will be passed on to the Governing Body of the Admissions Authority. Parents/carers refused admission to an oversubscribed school will be informed of their right of appeal.

## Appeals

Applicants refused a place at a school can appeal against that decision. The appeals procedure involves completing and returning an appeal form available from the school and submitting it to **the School's Governing Body, who are the Admitting Authority. The case will be decided by an Independent Appeal Panel** at a meeting to which the parent will be invited.

The appellant will need to provide evidence of exceptional circumstances to the Appeal Panel to support the appeal. The panel's decision is legally binding on all parties and can only be challenged if the appeal procedure was not followed correctly. Unless there are significant and material changes in circumstances, only one appeal may be made for each academic year.

## Fair Access Protocol

**The Commonweal School recognises the Local Authority's Fair Access Protocols and will adhere to these.** In addition, the school will refer any student application with challenging behaviour or deemed 'hard to place' to the Fair Access Panel.

Important Dates:

**By 31 October 2021**

Swindon Local Authority must receive completed application forms from parents/carers.

**On 1 March 2022**

The Local Authority, on behalf of Commonweal School, will send offer letters to parents/carers living within the Swindon area.

**By 15 March 2022**

Parents to accept or decline offer or appeal the decision to Swindon Local Authority.