

# Finding a Primary School Place

A guide for Wiltshire residents seeking a primary school place during the 2012/2013 school year and a directory of primary, infant and junior 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 noon on 15 January 2012.
- 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.

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Visit the web site today to complete your application

Dear Parent

## Finding a primary school place

I am delighted to write a short introduction to this booklet, which outlines details of Wiltshire's primary 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, 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.

In addition, you will also want to consider the wide range of other opportunities available to your child and will seek to match these to your child's interests. 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.

You will also want to read carefully the information that schools provide as well as inspection reports.

I know you will equally balance the attractions of all the schools available to you, taking account too of the importance to young people of being educated alongside others from their community.

Admissions to all of Wiltshire's state primary 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 2012/13. 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 primary education.

Yours sincerely

A handwritten signature in black ink that reads "Carolyn Godfrey". The signature is written in a cursive style.

Carolyn Godfrey, Director,  
Department for Children and Education

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## Aim of the booklet

This booklet aims to provide all the information you need to apply for a primary school place. The first section explains how to make an application and the deadlines for doing so. The inserted section gives details of all the state maintained primary schools within your district of Wiltshire. Four separate inserts are available. The areas covered are North, East, South and West Wiltshire. If you would like to receive information about any of these areas please call Customer Services on 01225 713010.

## 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 first hand experience of how they are run and to meet the staff and pupils. 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 more than 98 per cent of parents secure places for their children at a preferred primary school, some schools are unable to offer places to everyone who applies to them. If you are interested in one of these very popular schools it is a good idea carefully to 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 will allocate a school place and you should contact them directly. Contact details 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 result only 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

Children living within Wiltshire who are aged four to eleven attend either a primary school or an infant school followed by a junior school. You will find a list of all of the schools within one of the four area inserts. If you would like information about schools in North, East, South, or West Wiltshire, please contact Customer Services on 01225 713010.

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Within Wiltshire there are six different 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 for their school.

Wiltshire Council is responsible for administering admissions to the voluntary controlled, community, voluntary aided and foundation schools of Wiltshire. This means that applications for the year of entry at any of these schools should be made through Wiltshire Council.

## **Split site schools**

Some primary schools in Wiltshire operate as a single school but have two geographical bases. Where both bases operate a full key stage 1 and key stage 2 provision on both sites, for admission purposes, the sites are treated as separate schools. Applications should name the site for which you are applying. You may apply for both sites if you wish: if you choose to do so then you must name them as two of your preferences. Examples of split site schools:

The Mead or The Mead at Wingfield  
Corsham Primary (Pound Pill) or Corsham Primary (Broadwood)

## **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 SEN Services and not by the school admissions team. Children who have access to SLC will have a Statement of Special Educational Need.

## **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 the admission authority for all the community and voluntary controlled schools situated within the county. The admission authority for any voluntary aided, academy or foundation school is the individual school's governing body.

## **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 it will be decided who to admit if more people request a place at the school than there are spaces 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 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 and foundation schools can be found within the inserted directory. In the 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 an idea of the availability of places at the school and help you to determine what priority will be given to your application if the school is oversubscribed. You should also get a feel for the likelihood of you making a successful

application to a particular school. 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 foundation and aided schools 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 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 admission number in the inserted directory sections of the guide. Schools may admit over PAN if there is no reasonable alternative (see Reasonable Alternative and Infant Class Size Prejudice sections).

## **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 normally 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 Wiltshire 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 priority for a place at a controlled or community school 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.

## **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 a school within the statutory safe walking distance of your home address. If your child is under eight, this is two miles, for children eight or over this distance increases to three miles. The School Transport Section of Wiltshire Council is responsible for determining the safe walking distance. Further details regarding school transport can be found on pages 14 and 15.

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 exceptional cases this will mean that the designated school for your home address may be required to exceed the published admission numbers to accommodate your child.

## **Infant class size prejudice**

An infant class is one which contains reception, year one or year two pupils. Since September 2001 admissions to infant classes have been limited by legislation to a maximum of 30 children. There are only very few exceptional circumstances which allow the admissions team or the school's own admission authority to offer a place that would create an infant class in excess of 30. These are:

1. Where a mistake has been made by the Local Authority which denied a place to a child who should have been offered one;
2. Where there is no alternative school that the child could reasonably attend;
3. Where a pupil with a statement of special educational needs is directed to the school as a result of a change to the statement.
4. Where an application has been received for a child in care to be admitted and the Local Authority has directed the school to admit the child.

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The grounds on which you may appeal in these circumstances are also limited and you will be advised of these if an application is refused because of Infant Class Size Prejudice.

## Co-ordinated admissions

All admissions to the intake year of primary 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 will be a common deadline date for all applications and a common offer date. The deadline in Wiltshire is noon on 15 January 2012. Offers will be posted out on 20 April 2012.

## 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 (reception year or year three juniors) for a primary school place. A child will be due to start Primary School in September 2012 if they were born between 1 September 2007 and 31 August 2008.

Application forms will be available from nurseries, Pre-schools, Primary Schools or from Customer Services on 01225 713010. You can also download a copy of the primary 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 home 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 SEN 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'. This is the person who is applying for a school place on behalf of the child. 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 home address given for the child should be the address where the child will be living at the time of the deadline, which is 12 noon, 15 January 2012. 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. In some cases, 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.

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 favourite school. You can name any school which is state maintained on this form. 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

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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.

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 other children of primary school age attending Wiltshire 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 before noon, 15 January 2012.**

Any application form received after this time will be treated as a late application.

Late applications will not be considered until all those applications 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 fifteen school days of returning your completed application form, please contact Customer Services at Wiltshire Council on 01225 713010.**

## Supplementary forms

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 this is the case, they will ask that you complete a 'supplementary form'.

If you are unsure whether you need to complete such a form, please contact your preferred schools directly for advice. All 'supplementary forms' once completed should be returned directly 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.

## 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 foundation 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

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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.

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.

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.

The 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 admissions criteria for that school: preferences are treated equally in the ranking process.

## Notification of offers

There is no national offer date. Offers will be posted to Wiltshire residents on 20 April 2012. All Wiltshire applicants will receive an offer for one Primary 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 (it is important that you also quote your child's application reference at this time).

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.

## 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 17 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 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 John's Catholic School 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 John's. Your application will be considered by St John's alongside all other applications for the school.

## 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

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Hall. We will ensure that your preference details are passed on to the appropriate authority.

For example, if you live in Wootton Bassett and want to apply for Wroughton Infants School in Wroughton Swindon, 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.

## Waiting lists

Some schools collect names of parents interested in their school, sometimes many years before the child is due to start school. It is important to note that any waiting or registration lists kept by a school, to which you may have added your child's name **prior to the normal application process** do not constitute a formal application. Applications must be submitted as outlined within this guide.

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 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 has to be kept in priority order determined by the admission criteria as given on page 19 of this guide. 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.

Many foundation, academy and aided schools also hold a 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.

## 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 a right of appeal against any school we have refused or not considered.

If you have applied to a voluntary aided, academy or foundation school, 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 over-subscription criteria more closely.)
- Whether your child's need to be at the school is greater than the effects of having additional children at the school.
- Your reasons for wanting your child to attend the school.
- Any supporting evidence that might be relevant to your case (although this may not apply if this is for an infant class size appeal - you should ask about this before an appeal.)

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

This right of appeal does not apply to parents or guardians of children with Statements of Special Educational Needs. In place of an appeal you are entitled to put your case to a Special Educational Needs Tribunal. Details of this process can be provided by Central SEN Services who can be contacted on 01225 718095.

## Late applications

If you apply after the deadline of noon, 15 January 2012, 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 late May 2012 at the earliest.

## Early Years education

Early Years education is organised by the Early Years and Childcare Department. Free, good quality, part-time pre-school education is available to all three and four year olds. Children are funded from the 1 September, 1 January or the 1 April following their third birthday.

Nursery or pre-school places may be taken with any provider registered through the Early Years and Childcare Department. These providers include all Wiltshire schools, most pre-schools, nurseries, some Independent schools and childminders who are working at a higher level and are accredited. They can claim a grant from Wiltshire Council for the places that are taken up.

Up to fifteen hours free early education are available each week for 38 weeks per year. This total is up to 570 hours per year. Providers offer a variety of part-time and full time hours in a community area. Providers may make additional charges for services but these must not be a barrier for children to attend.

Eligibility for the scheme is dictated by dates of birth, the cut off dates for which are determined by the Government. For more information contact ASK (Advice on Services for Kids) who provide an impartial advisory service to help parents make an informed choice on the available options. ASK can be contacted on 08457 585072 (all calls are charged at a local rate). For details of the scheme and a list of registered providers within Wiltshire, please contact the Early Years Team on 01225 757950 or [earlyyears@wiltshire.gov.uk](mailto:earlyyears@wiltshire.gov.uk).

Attending a particular pre-school or nursery does not entitle a child to any greater priority for admission to any primary school.

## Local authority nursery classes

In Wiltshire there are ten schools with nursery classes. Five of these are in community or voluntary controlled schools:

Bulford Kiwi Primary School  
Calne, St Dunstan's Primary School  
Salisbury Pembroke Park Primary School  
Salisbury Woodlands Primary School  
Trowbridge, Bellefield Primary and Nursery School

The remaining five nursery classes are in aided or foundation schools:

Bulford St Leonard's CE Primary School  
Melksham, Kings Park Primary School  
Tidworth, Clarendon Infants' School  
Tidworth, Zouch Primary School  
Warminster, The Avenue School

Applications for a nursery place at any of these 10 schools should be made directly to the individual nursery school.

Priority for admission to the community and voluntary controlled nursery schools (the first listed) will be determined using the following criteria:

1. Children within the care of a local authority.
2. Children living within the school's designated or shared area.
3. Children living outside of the designated or shared area of the school who will reach the age of four during the school year. Within categories 2 and 3 priority will be determined in the following order:
  - Medical or social reasons (supported by the appropriate authority).
  - Children who have a brother or sister already attending the school.

If more applications are received than places are available within these categories, the straight line distance from the child's home address and the nursery will be used as a tiebreaker with the child living closest being afforded the highest

priority. If two or more distances are identical, the allocation of places will be determined by the casting of lots.

## Joint admission arrangements

A small number of schools have an arrangement with a pre-school provider to jointly educate children before they reach statutory school age. These schools are identified within the inserted directory sections of this booklet.

A child can be admitted to a joint arrangement school / pre-school from the start of the term following their fourth birthday and would generally attend the school for some sessions and the remaining time within the pre school setting. The number of sessions spent at each provider will vary from term to term and will be determined by the age of the child.

**Please be aware that your child's admission to any joint arrangement does not give you any priority for a place at the partner school. All school places will be determined using the admission policy of the school.**

## Starting school

Legislation states that your child must be in full time education from the start of the term following his or her fifth birthday. In Wiltshire children can start school at the earliest from the September following their fourth birthday.

Your child will not be entitled to start school before this time.

In exceptional medical or social circumstances (where supporting evidence can be provided by a specialist) which adversely affect the child and where no suitable pre school provision is available, early admission may be permitted for a maximum of one traditional term.

Should you wish to apply for an early admission for one term in view of exceptional circumstances and where no suitable pre school provision is available, please write to the School Admissions Team who will refer this application to the relevant professional(s).

All children due to start reception from September 2012 will be eligible to attend full time. If parents wish their child to attend part

time from September 2012 or to defer entry until later on in the academic year for which admission is sought they must arrange this with the school.

## Deferred admission

Depending upon your child's date of birth, you may wish to request that their application be deferred until a later term. Such a deferral will only be agreed when the place is to be taken up within the same academic year. All deferment requests should be made to the school as soon as a school place has been offered. If you wish to defer the school place beyond the academic year a new application should be submitted for a year one place for the following academic year. Schools would normally only admit children in September, January or April.

It is important to note that your child's academic year group will be determined by his or her date of birth, not the date he or she starts school.

## Children with a statement of Special Educational Need (SEN)

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

## Children in care (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

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to a criminal justice supervision order with a residence requirement.

It is a statutory requirement for Children in Care to be given the top priority in any oversubscription criteria. Faith schools may give first priority to Children in Care of their faith ahead of all other applicants.

When making an application you must make it clear if you are applying for a place for a Child in Care.

## **Infant to junior transfer**

Children who are in year two at an infant school have a greater priority for a place at the linked community or voluntary controlled junior school than other children. This priority is dependent upon the completion and return of the required application prior to the closing date of noon, 15 January 2012. The priorities for admissions to voluntary aided or foundation schools may be different. For details please refer to the directory sections of this guide or contact the schools directly.

## **Primary / junior to secondary transfer**

Information regarding the admission process and deadlines for Wiltshire residents who wish to apply for a secondary school place can be obtained through a separate booklet: 'Finding a Secondary School Place'. This booklet and application forms can be obtained by calling Customer Services on 01225 713010. Details are also available online via [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk).

If your child is in their final year of primary education at a maintained Wiltshire school, they will be given a secondary application form during the autumn term. You can also apply online for a place in the intake year of a secondary school (Year seven). The web address is [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk).

The deadline for applications for the year seven intake in 2012 is noon 31 October 2011.

## **In-year transfer applications**

The normal round of admission will be for children starting school for the first time or for children joining a junior school in year three in September 2012. 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. If this is the case, you should complete the transfer application form, which is available from Customer Services on 01225 713010 and from most primary, infant and junior schools.

## **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 or aided school, 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 complete a transfer application form from Wiltshire Council. Once this has been completed the form should be returned to Wiltshire Council who will ensure that your preference details are passed onto the appropriate authority. Once a decision has been made Wiltshire Council will write out to you.

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

If you live outside Wiltshire and would like to apply to transfer your child to a school in Wiltshire you should complete an application form from your home local authority and return it to them directly. Your home local authority will then pass on your preference details 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 or aided school, the governing body will make the decision. Interviews cannot form part of the

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admissions process for any school. Once a decision has been made Wiltshire Council will contact your home local authority with the decision who will then write out 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. For details of the admission arrangements for aided or foundation schools, please consult the directory sections of this guide and contact the school directly.

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 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. Therefore applications for entry at these times will be looked at in 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 for information.

## **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. You may apply as soon as you have a posting notice even if you are uncertain of your exact future address. We can receive faxed application forms on +44 (0)1225 713775. If you are applying for September entry to an intake year group you can also apply online from any computer connected to the internet.

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**

- 1) Children from a country within the EEA (which comprises all member states of the European Union plus Switzerland, Iceland, Norway and Liechtenstein) have a right to receive free state education in the UK.
- 2) Lone children who are non EEA nationals are not allowed to attend a maintained school except as part of an exchange programme.
- 3) Accompanied children who have a right of abode in the UK must have an endorsement in their passport to this effect before an application for a place at a maintained school can be considered. In all circumstances applicants should send a copy of the child's passport to the Admission Authority with their application form.

## **Further information**

Calls will be handled by Customer Services who can be contacted directly 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 & 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.

If you are unsure of which is your designated school for transport purposes, please e-mail [education.transport@wiltshire.gov.uk](mailto:education.transport@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) for your case as additional benefits may be applicable to you. For any other advice on transport call 01225 713398/713455/713396.

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 less than eight years and lives two miles or more from the designated school measured by the shortest walking distance
- The child is aged between eight and 15 inclusive and lives three miles or more from the designated school measured by the shortest walking distance

- The child is aged between 8 and 11 years, lives two miles or more from their designated primary school measured by the shortest walking distance and is entitled to free school meals or is from a household in receipt of the maximum level of Working Tax Credit
- The child lives within the qualifying distance but the route the child would walk to school is assessed by Wiltshire Council as unsafe to walk when accompanied by an adult
- The child attends a school which is nearer to the home than the designated school and lives either two or three miles or more from the school, dependent on entitlement criteria
- The child attends a school which is nearer to the home than the designated school and the route is considered, by Wiltshire Council, to be unsafe to walk while accompanied by an adult. 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 misuse of a pass will lead to the child being temporarily or permanently excluded from using that transport.

## Transport to denominational schools (correct at time of print)

From September 2012 Wiltshire Council will cease funding transport on grounds of faith for students starting a new faith primary or secondary school, except in respect of children from low income families. This mostly affects parents whose child will start at a Catholic or Church of England Aided school from that date, where this is not the designated school for transport. The council is working with schools to see what transport could be available from September 2012 but please be aware that responsibility for transport will rest with the

school. If your child will receive free school meals or your family will receive the maximum level of working tax credit from September 2012, free transport will be available for them to attend the designated faith school if your child attends a church of the same faith at least weekly. **The council will continue to consider requests and arrange transport in such cases.** In other circumstances, the council cannot confirm transport will be available.

## 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). 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 time. These 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 team of School Travel Plan Advisors is working with Wiltshire schools to develop 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, car sharing 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 713808 or email [travelplanning@wiltshire.gov.uk](mailto:travelplanning@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.

The service is based in the four Council areas:

East	01380 735750
North	01249 659223
South	01722 743907
West	01225 757901

## 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

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pupil who has English as an additional language to delay transfer to a junior or 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)**

The Advisory Centre for Education Limited is an independent national advice centre for parents.

The general advice line is open from 10am – 5pm Monday-Friday for any question you may have about your child's education on 0808 800 5793. If you are calling from overseas please dial 00 44 20 7704 3397.

The ACE website is available at [www.ace-ed.org.uk](http://www.ace-ed.org.uk)

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

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

Bristol Diocese (CE) Department of Education, All Saints Centre, 1 All Saints Court, Bristol, BS1 1JN; Tel: 0117 9277454

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 428420

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

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

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

OFSTED is responsible for regular school inspections. Their national phone 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.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)

## **Our neighbouring local authorities**

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

PO Box 25, 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 Direct 01305 221000,

Dorset County Council, Colliton Park, Dorchester, Dorset, DT1 1XJ

Tel: 01305 221069

Email: [admissions@dorsetcc.gov.uk](mailto:admissions@dorsetcc.gov.uk)

Website:

[www.dorsetforyou.com/educ/admissions](http://www.dorsetforyou.com/educ/admissions)

### **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**

County Admissions Team, Children's Services

Department, The Castle, Winchester, Hampshire, SO23 8UG

Tel: 0845 603 5623

Email: [admissions.team@hants.gov.uk](mailto:admissions.team@hants.gov.uk)

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Website:

[www.hants.gov.uk/education/admissions](http://www.hants.gov.uk/education/admissions)

## **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: 0845 456 w4038

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 Admissions Team,

Childrens Service, Sanford House, Sanford Street,  
Swindon, SN1 1QH

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 519771 / 503425 / 519780

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

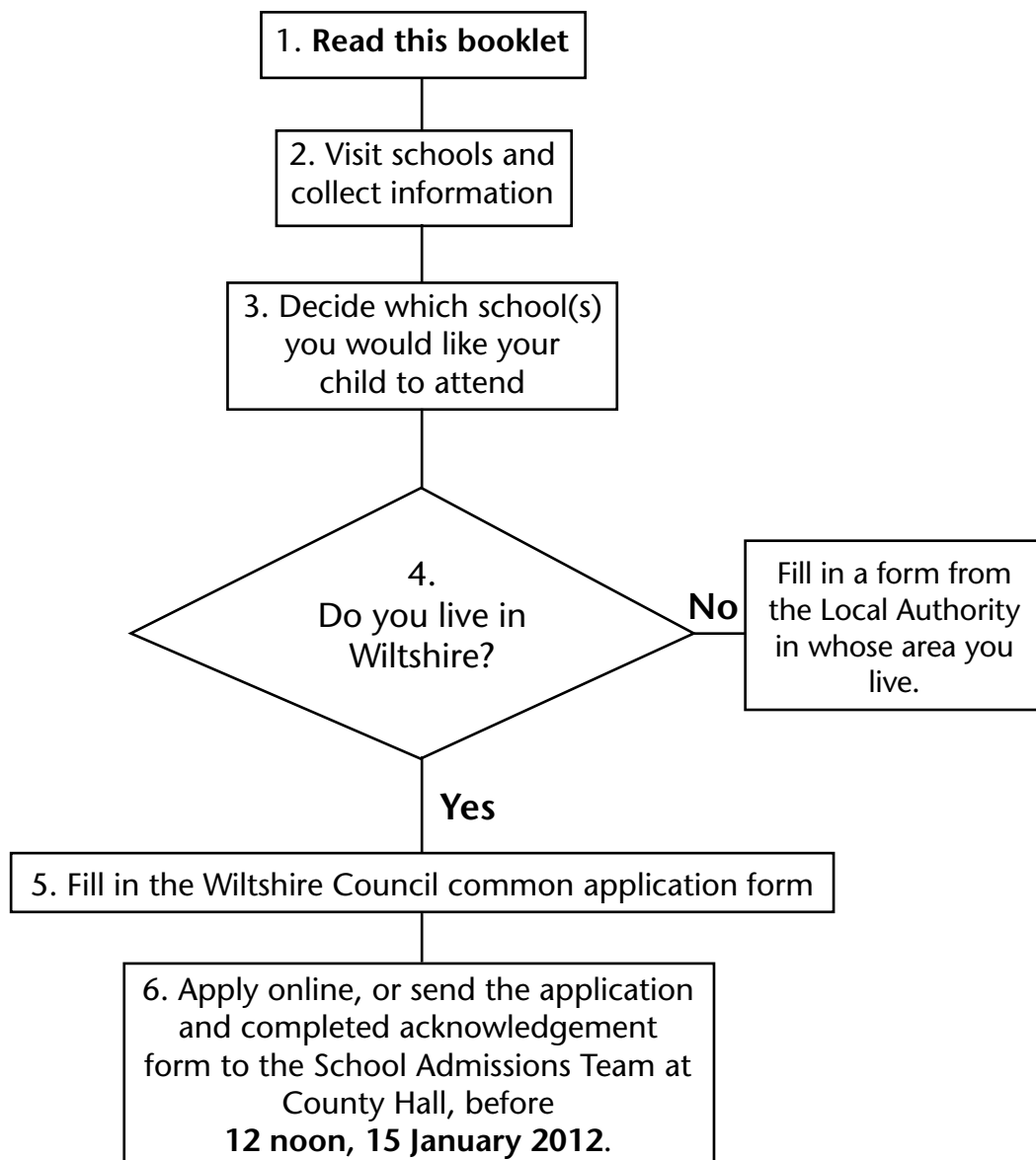
Website: [www.westberks.gov.uk](http://www.westberks.gov.uk)

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

## The primary school application process

Applications **must** be received by 12 noon on 15 January 2012 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 posting 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. **Children in care**  
**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. **Linked infant school.** In the case of year three applicants to junior schools only, children attending the linked infant school.
  4. **Designated area and shared area multiple births**  
Children who are twins (or other children of multiple births) applying for places at the same time and who are living at the same address which is within the designated area or shared area of the school.
  5. **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.
  6. **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.
  7. **Twins/other multiple births**  
Children who are twins (or children of other multiple births) applying for places at the same time and who live at the same address which is outside the designated or shared area for the school.
  8. **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.
  9. **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.
- The final year of a primary or junior school is year six and an infant school year two.
- 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 applications.
  - 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 2011/2012 and 2012/2013. 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 2011/2012

Term	Term Starts	Term Ends	Term Holidays
Term 1 2011	Thursday 01/09/11	Wednesday 19/10/11	Thursday 20/10/11 – Friday 28/10/11
Term 2 2011	Monday 31/10/11	Friday 16/12/11	Monday 19/12/11 – Monday 02/01/12
Term 3 2012	Tuesday 03/01/12	Friday 10/02/12	Monday 13/02/12 – Friday 17/02/12
Term 4 2012	Monday 20/02/12	Friday 30/03/12	Monday 02/04/12 – Friday 13/04/12
Term 5 2012	Monday 16/04/12	Friday 01/06/12	Monday 04/06/12 – Friday 08/06/12
Term 6 2012	Monday 11/06/12	Monday 23/07/12	Tuesday 24/07/12 – Friday 31/08/12

### School year 2012/2013

Term	Term Starts	Term Ends	Term Holiday
Term 1 2012	Monday 03/09/12	Wednesday 24/10/12	Thursday 25/10/12 – Friday 02/11/12
Term 2 2012	Monday 05/11/12	Friday 21/12/12	Monday 24/12/12 – Friday 04/01/2013
Term 3 2013	Monday 07/01/13	Friday 08/02/13	Monday 11/02/13 – Friday 15/02/13
Term 4 2013	Monday 18/02/13	Friday 22/03/13	Monday 25/03/13 – Friday 05/04/13
Term 5 2013	Monday 08/04/13	Friday 24/05/13	Monday 27/05/13 – Friday 31/05/13
Term 6 2013	Monday 03/06/13	Wednesday 24/07/13	Thursday 25/07/13 – Friday 30/08/13

# Map of schools in Wiltshire



## Key

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

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

Please contact the council by telephone 0300 456 0100, by textphone 01225 712500, 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)

ولتشرير كونسل (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۔