

Applications can be made online at 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 2024.
- 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 this at home, at work, at a library – anywhere with a connection to the worldwide web.
- The system is secure. No one can see information that they are not entitled to see.
- Available 24 hours a day, seven days a week, and there's no risk of any postal delays or applications getting lost.
- You do not have to complete a written application if you apply online.

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Aim of the booklet

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

Choosing a school

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

Schools are regularly inspected 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

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

Although more than 99% per cent of Wiltshire parents secured places for their children at a preferred secondary school for September 2024, some schools are unable to offer places to everyone who applies to them. If you are interested in one of these popular schools, it is a good idea to carefully consider schools where your child has a realistic chance of being offered a place for your second or third preference. **If you do not name a second or third school when applying and we cannot offer your first preference, your child will be allocated a place at the next nearest school with available places**

If you live within the county, Wiltshire Council will allocate a place. If you live outside Wiltshire, your home local authority will allocate a school place. Contact details for neighbouring authorities are given on page 21.

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

Many schools are now their own admissions authority and have different policies for admitting pupils. Please visit your preferred schools' websites for details of their oversubscription criteria. Details for the oversubscription criteria for voluntary controlled and community schools can be found on page 22 of this booklet.

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

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

If a school is oversubscribed and you don't have a high enough priority for admission, you may wish to consider applying for an alternative school. You 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 two secondary schools in Salisbury, all Wiltshire schools are co-educational and non-selective. South Wilts Grammar School and Bishop Wordsworth Grammar School are both single sex and selective.

Within Wiltshire there are seven types of school: voluntary controlled, community, voluntary aided, academy, free, 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 or the website: www.isc.co.uk. Independent schools should be contacted directly regarding the admission process to their schools, you should not name an independent school as one of your preferences.

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

Schools with Special Learning Centres (SLC) – resource centres

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

Places at SLC are offered through central SEND services and not by the school admissions team. Children who have access to SLC will have an Education Health and Care Plan.

Admission authorities

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

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

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

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

Admissions policies

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

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

As the admission authority for all voluntary controlled and community schools Wiltshire Council also publishes an admissions policy which can be found on page 22 of this booklet. This policy has been agreed by the elected members of Wiltshire Council and is determined in line with the regulations laid down by the School Standards and Framework Act 1998 as amended by the subsequent Education Act and is in accordance with the School Admissions Code produced by the Department for Education.

Please note the policy on page 22 does not apply to voluntary aided, free, foundation schools or academies. Summaries of the policies for these schools can be found within the insert. The insert also provides a set of figures which indicate how many children under each criterion were admitted to each school for the last three years. This should give you an idea of the availability of places at the school and help you determine what priority will be given to your application if the school is oversubscribed. To view a copy of the full admission policy for your preferred school please visit the school's website.

Published Admission Number (PAN)

Each school has a PAN. This takes into account the physical size of the teaching areas (capacity) and the number of year groups in the school. The PAN is the number of children which, if admitted to every year group, would bring the school up to 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. 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 PAN in the insert. Schools may admit over PAN if there is no reasonable alternative school that the child can attend.

Designated and shared areas

Many admission policies will refer to the designated area, more commonly known as a catchment area of the school. This area is the geographical zone which is served by a

particular school. To be within the designated area of a school you will have to live at an address within this geographical zone. A school is not always at the centre of its designated area and living in a designated area **does not** guarantee a place at any school.

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

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

Please think about how your child will travel to school

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

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

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

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

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

Further information regarding public transport can be found at **www.connectingwiltshire.co.uk**.

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

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

Reasonable alternative

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

distance. Further details regarding school transport can be found on pages 19.

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

Co-ordinated admissions

All admissions to the intake year of secondary schools are co-ordinated by the admissions team at County Hall. This means that everyone who lives in Wiltshire must submit an application even if the school you want your child to attend is outside Wiltshire. **There is a national deadline date for all applications and a national offer date. The deadline for September 2025 entry is 31 October 2024. National offer date is 3 March 2025.**

Applying for a school place

You must apply for a school place; one will not be automatically allocated to you. A child will be due to start secondary school in September 2024 if they were born between 1 September 2013 and 31 August 2014.

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

If you do not apply online, you will need to complete a common application form (paper application form) which is available from customer services on 01225 713010, your completed application form must be posted back to the admissions team. The outcome of your application will be posted out to you second class on 3 March 2025.

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

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

Completing the application form

It is important that the application form is completed correctly. If you have any questions about completing the form, please contact customer services on 01225 713010 or visit **www.wiltshire.gov.uk**.

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

The home address given for the child should be the address where the child will be living at the time of the deadline, which is 31 October 2024. This address is very

important in helping to determine your child's priority for a school place. If the address given is not the same as that of the applicant, please attach details of the child's residential arrangements to the application form. If you have shared custody of your child such that he or she has two addresses, the address given on the child benefit notification letter will be taken as the child's home address. Where schools are oversubscribed, you may be asked to provide proof that your family were living at the address given on the application form at the time of the deadline. The local authority reserves the right to check details held on the council tax database to confirm residency at an address.

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

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

Some school's give priority to children or families with special medical needs. If you are applying for a community or voluntary controlled school, please refer to page 22 of this guide for more information, if you are applying for a voluntary aided or foundation school or an academy, please contact the school directly for further guidance or view their admissions policy on their website.

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

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

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

Completed forms

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

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

All applications must be received by 31 October 2024.

16 December 2024: Exceptional circumstances deadline.

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 2024. Those circumstances are where:

- a) there has been a change of family circumstances after the deadline date which has a significant effect on the preferences given on the original application. (If this is a house move this must have been completed with an exchange of contracts before 16 December 2024).
- b) a move into Wiltshire from outside the county takes place after the deadline date but before 16 December 2024. (Confirmation of the new address (in the form of an exchange of contracts or a tenancy agreement) must be provided before 16 December 2024.
- c) service personnel are moving to a Wiltshire address after the deadline date. (A posting notice must be provided before 16 December 2024).

Documentary evidence should be provided with the application (or at the latest by 16 December 2024) to verify the circumstances which caused the late application to be made. If evidence cannot be provided, the application will not be treated as an exception.

Applications on faith grounds

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

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

Please do not send supplementary information back to the local authority, it must be returned to the school by the deadline date.

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

Children with an Education Health Care Plan (EHCP) or Statement

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

Looked-After Children (LAC) and Previously-Looked-After Children (PLAC)

Under the Children Act 1989, a child is looked after by a local authority if he or she is in their care or is provided with accommodation by a local authority including those who appear [to

the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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

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

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

The definitions of a looked-after child and previously looked after child can be found on page 22 of this guide.

Applications on medical grounds

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

The oversubscription criteria for voluntary controlled and community schools give a higher priority to applications on medical grounds, providing the relevant information is received by the deadline date. If you are applying for one of these schools on medical grounds, then please read page 22 of this booklet for further information about the evidence that is required.

Grammar schools

To be considered for a place at a grammar school, children must take a selection test for the appropriate school. In Wiltshire the test is run by Bishop Wordsworth's Grammar School for Boys and South Wilts Grammar School for Girls. Please contact the schools for dates and more information.

Children of members of staff

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

The oversubscription criteria for voluntary controlled and community schools give a higher priority to applications from children of members of staff, providing the relevant evidence is received by the deadline date. If you are applying for one of these schools and would like to be considered under this criterion, please read page 22 of this booklet for further information about the evidence that will be required.

Non-Wiltshire residents

If you do not live in Wiltshire, you may still express a preference for a school within the county, however, your application should be made on the form produced by your local authority, which can be obtained from the education offices of the county or borough in which you live. See page 21 for contact details of Wiltshire's neighbouring authorities.

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

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

Applying for an out-of-county school

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

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

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

Applications from Forces families

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

Applications for children of UK service personnel with a confirmed posting to the county or crown servants returning from overseas to live in the county will be considered in advance of the family moving into the county if necessary. Where possible an application must be included in the normal admission round.

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

The Council will not refuse a child of UK service personnel a place because the family does not currently live in the area. It is also not permitted to reserve a place for any child.

Children will be considered to be siblings at voluntary controlled and community schools if any brother or sister is going to be attending a school, or in the case of a future move to the

area, the sibling has been offered and accepted a place. The sibling link will not apply if the child that is going to be attending the school will be in year 11.

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

Children from overseas

Children of compulsory school age coming from abroad with parents who have a right of residence in, or permission to enter the UK, have the same rights as UK residents to apply for a place at a state school. Applications on behalf of children currently living outside the UK will be considered but, until the children are resident in the country, their home address will be treated as their place of residence outside the UK.

The only exceptions to this would be **applications from children of UK service personnel** and crown servants who have been posted abroad on fixed term contracts and are returning to live in the UK.

Applications for the Year 7 September 2025 entry

All application forms for children living in Wiltshire should be sent to the admissions team at County Hall, Trowbridge by **31 October 2024**. The receipt of your application will be acknowledged. This applies to all paper and online applications. If you have not received an acknowledgement within fifteen school days of returning your completed application form, please contact customer services at Wiltshire Council on **01225 713010**.

If you move to a new house after completing the application form, proof of your new address will be required. It is important to note, however, that your child's application will only be considered from where they were resident as of the deadline date, unless an exchange of contract or signed tenancy agreement is received by 16 December 2024 which provides confirmation of your new future address.

Please note, if you are returning to live in a house that you are currently renting out, your rental property address will not be considered as a future address. Your child's application will be considered from where you are resident at as of the deadline date. Your future address can only be used once you are resident in the property. The local authority reserves the right to check the council tax database to confirm this information.

After the deadline date the school admissions team will send details of applications with preferences for schools in other counties and boroughs on to the relevant authority for consideration.

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

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

This ranked list will be sent back to the school admissions team.

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

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

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

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

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

Notification of offers

National offer date is 3 March 2025. If you apply online, you will be able to log back into the online system on national offer date to view the outcome of the application.

If you applied by submitting a paper application a letter giving the outcome of your application will be posted out to you second class on the 3 March 2025. The letter will detail all the preferences you have made as well as indicating which school place your child is being offered. You will not be able to find out the decision of your application until your letter is received. **No decisions will be given out over the phone.**

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

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

Waiting list for voluntary controlled or community schools

Waiting lists for VC & C Schools will be maintained for all year groups. Parents must request that their child is added to the waiting list, children will not automatically be added to them. All applicants have the right of appeal against any refusal of a place. The existence of

a waiting list does not remove this right from any unsuccessful applicant. The position on the waiting list will be determined by applying the published over-subscription criteria and not by date order of receipt. This will mean a position will change if a later application is received from someone with higher priority according to the oversubscription criteria. Waiting lists for all year groups will close on the last day of the summer term in July 2026.

It is important to note that any waiting lists are kept in the order determined by the admission criteria in this guide. We do not keep waiting lists in date order of receipt of applications. This means that your position on the waiting list can change as new names are added to it. Foundation, free, voluntary aided schools and academies maintain their own waiting list. If any places become available, places will be offered in line with the school's published policy. For further information regarding waiting lists at any foundation or aided schools or academies, please contact the school directly or visit the school's website.

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

Late applications

If you apply after the deadline of 31 October 2024, your application will not be considered until all those applications received before the deadline have been processed.

Second round applications: are applications received between 1 November 2024 and 7 March 2025. Applicants will receive a decision on their application around the end of April 2025.

Third round applications: are applications received after 7 March 2025 will not be considered until after the 16 May 2025. Applications received after 8 March will be considered in date order of receipt. Decisions on third round applications will be made and posted out as soon as possible after the 16 May 2025.

In all cases, only one offer of a school place for each child can be held at any one time. If the local authority receives a further application for a child who has already secured a place in an earlier round, the new preferences will automatically supersede any earlier preferences stated.

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

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

If an offer is made from a waiting list, the original offer is held until the local authority is notified that the new offer is being accepted.

Appeals

If you have not secured a school place at your preferred school, you have the right to appeal to an independent appeal.

If you wish to appeal, please contact customer services on 01225 713010, who will be able to advise you of the action you need to take to appeal.

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

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

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

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

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

In-year transfer applications

The normal round of admissions will be for children starting secondary school for the first time in September 2025, 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.

Applications for transfer for voluntary controlled or community schools will be considered no more than eight weeks in advance of the required admissions date.

Please note that if an application is submitted **too early** it may be returned to you. Decision letters should be posted within 15 school days of either the date in the last column or, if your application is later than this, within 15 school days of our receipt of your form.

Living in Wiltshire and transferring to another Wiltshire school

If you live in Wiltshire and would like to transfer your child to a school in Wiltshire, please visit our website for details of how to apply.

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

If you currently live in Wiltshire and wish to apply to transfer your child to a school in another

county, then you must contact the local authority in that county in which your preferred school is situated for details on how to apply.

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

If you live outside Wiltshire and would like to transfer your child to a school in Wiltshire, please visit our website for details of how to apply.

How In-Year applications are processed

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

If an own admission authority school does not wish the LA to co-ordinate its in year, applications, the admission authority must officially confirm this to the LA by 30th September.

It will then be the responsibility of that admissions authority to ensure that applications are processed in line with the School Admissions Code.

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

Your child should not be removed from their current school unless an alternative school place or educational provision has been secured elsewhere or you have moved to a new house, and it is not practical for your child to continue at their present school.

Waiting list

Waiting lists for voluntary controlled & community Schools will be maintained for all year groups. Parents must request that their child is added to the waiting list, children will not automatically be added to them.

This list will close on the last school day of the summer term 2025.

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

You can apply online at www.wiltshire.gov.uk. If you apply online, you do not need to complete a paper application. We recommend that you apply online.

In-year transfer application forms are available by calling customer services on 01225 713010.

Applications for the admissions of children outside their normal age group

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

Parents who would like to request admission outside their child's normal age group should complete an application form as well as a delayed entry request form. Both forms should be returned to the local authority by the deadline date. You are also asked to include any supporting information in relation to your request. Once a request has been received by the local authority it will be sent to the preferred school(s) for consideration.

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

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

All requests should be made in the September prior to when the child would normally be transferring to secondary school to give sufficient time for the case to be considered by the admissions authority prior to the deadline for applications of 31 October 2024.

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

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

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

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

General queries

Calls will be handled by customer services who can be contacted directly on 01225 713010. Your call will be logged, and an immediate response will be given whenever possible. Should customer services be unable to provide an immediate response, details of your query will be passed to the school admissions team, and you will be advised when to expect a response.

We also recommend that you visit our website at www.wiltshire.gov.uk for further

information.

Home to school transport

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

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

If you are unsure of which is your closest school or your designated school for transport purposes, please email educationtransport@wiltshire.gov.uk or write to the passenger transport unit, Wiltshire Council, Trowbridge BA14 8JN stating your home address and the schools you are thinking of applying for. Please specify if you are or expect to be in receipt of free school meals or are receiving the maximum level of Working Tax Credit (WTC) as additional benefits may be applicable to you. For any other advice on transport please call 01225 712852.

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 transport if the child:

- is aged between eleven and fifteen inclusive and lives three miles or more from their nearest or designated secondary school (for transport purposes) measured by the shortest available route.
- is at a secondary school at least two miles away from their home, but no more 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 any subsequent benefit review);
- lives within the qualifying distance, attending the nearest or designated secondary school (for transport purposes) but the route the child would walk to school is assessed by Wiltshire Council as unsafe.

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

Shared sites

Where a school shares the same site or campus as another and shares the same transport, which is already in place, free transport may be given if the other school is the designated school for the pupil's address. This situation occurs in the case of the following schools.

Chippenham: Sheldon and Hardenhuish School
Salisbury (Laverstock); Wyvern St Edmund's and St Joseph's
Trowbridge; Clarendon, John of Gaunt and St Augustine's

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

arrangements for transporting the child to school.

Spare seats scheme

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

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

Applying for transport

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

Forms should be completed and returned to the passenger transport unit at County Hall before 1 June for transport requested for the start of the autumn term, or with at least three weeks' notice at any other time of the year. Each application is considered on its own merits. You must apply for school transport if required 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 adviser is working with Wiltshire schools to develop, update and implement travel plans. The aim of a travel plan is to reduce car-borne journeys to and from the school site, and to promote and encourage sustainable modes of travel. Walking and cycling regularly will help improve people's health, and will reduce congestion, thereby helping the environment. Where walking, cycling or public transport are not feasible, bus travel, car sharing, or park-and-ride may be an option.

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

Contact details for other teams with the local authority

Education Welfare Service

The Education Welfare Service works with schools and families in supporting all children at statutory school age to maintain excellent attendance at school, in particular focusing on

reducing truancy, bullying and illegal child employment. Tel: 0300 456 0108.

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 0300 456 0108.

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

Traveller education service

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

Travellers include Gypsy and other travellers, living on official or unofficial sites and circus, fairground and bargee families. Tel: 0300 456 0108.

Free school meals

For queries on entitlement to free school meals please contact the revenues & benefits team on 01225 713780.

External organisation contact details

Advisory Centre for Education (ACE)

The Advisory Centre for Education Limited is an independent national advice centre for parents. Please visit the website at www.ace-ed.org.uk or email any enquiries to enquiries@ace-ed.org.uk

Diocesan Boards and Departments of Education

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

Diocese of Bristol, First Floor Hillside House, 1500 Parkway North, Stoke Gifford, Bristol. BS34 8YU; Tel: 01179 060100.

Roman Catholic Diocese of Clifton, Alexander House, 160 Pennywell Road, Bristol BS5 0TX; Tel: 01179 025593.

The Diocese of Salisbury, Diocesan Church House, 99 Crane Street, Salisbury, Wiltshire SP1 2QB; Tel: 01722 411922.

Independent Schools Council (ISC)

For information regarding independent schools ISC has a national website www.isc.co.uk or

they can be contacted on 020 7766 7070.

Office for Standards in Education (OFSTED)

OFSTED is responsible for regular school inspections. Their national number is 0300 1234234. Past inspection reports can be accessed through www.ofsted.gov.uk

Department for Education

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

Copies of the School Admissions Code and the Code of Practice for Admission Appeals can be downloaded via www.gov.uk

Our neighbouring authorities

Bath & North-East Somerset Council

Bath & North East Somerset Council, Lewis House, Manvers Street, Bath. BA1 1JG: 01225 394312, Fax: 01225 394296. Website www.bathnes.gov.uk.
Email: admissions_transport@bathnes.gov.uk

Dorset Council

County Hall, Colliton Park, Dorchester, Dorset DT1 1XJ. Tel: 01305 221000. Fax: 01305 267933. Website www.dorsetcouncil.gov.uk

Gloucestershire County Council

Shire Hall, Westgate Street, Gloucester GL1 2TP. Tel: 01452 425000,
Email: school.admissions@gloucestershire.gov.uk.
Website: www.gloucestershire.gov.uk/education/admissions

Hampshire County Council

Hampshire County Council, Children's Services Department, Elizabeth II Court North, Winchester SO23 8UG. Tel: 0300 555 1377. Email admissions.team@hants.gov.uk.
Website: www.hants.gov.uk/education/admission

Oxfordshire County Council

School Admissions Team, County Hall, New Road, Oxford OX1 1ND. Tel: 0345 241 2487, Fax: 01865 783198, Email: admissions.school@oxfordshire.gov.uk.
Website: www.oxfordshire.gov.uk/admissions

Somerset County Council

County Hall, Taunton, Somerset TA1 4DY. Tel: 01823 355608,
Email: schooladmissions@somerset.gov.uk. Website: www.somerset.gov.uk

South Gloucestershire Council

South Gloucestershire Council, Department for Children, Adults and Health, Admissions and Transport Team, PO Box 1955, Bristol, BS37 0DE. Tel: 01454 868008. Email: cis@southglos.gov.uk, Website: www.southglos.gov.uk

Swindon Borough Council

Swindon Borough Council, Wat Tyler House, Beckhampton Street, Swindon SN1 2JH. Tel: 01793 445500 (general enquiries). Email: schooladmissions@swindon.gov.uk. Website: www.swindon.gov.uk.

West Berkshire Council

Council Offices, Market Street, Newbury RG14 5LD.
Tel: 01635 519771/503425/519780. Email: admissions@westberks.gov.uk.
Website: www.westberks.gov.uk

Oversubscription criteria for voluntary controlled and community secondary schools 2025/26

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

a. Looked-After Children/Previously-Looked-After Children

The definition of Looked-After Children: a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

b. Vulnerable children

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

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

c. Designated area siblings and shared area siblings

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

d. Other children from the designated area or shared area

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

e. Other Siblings

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

f. Children of staff at the school

A child is considered to fall under this criterion where: the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or

- the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

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

g. Other Children

Children to whom none of the above criteria apply.

Tie Break

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

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