



Co-op Academy  
Swinton

## Admission Arrangements, September 2022

For the school year commencing September 2022 the published admission number is 215.

Where Co-op Academy Swinton receives more applications than places available, the following oversubscription criteria will be applied once places have first been allocated to children who have an Education Health and Care Plan (previously known as a statement of Special Educational Need) which names Co-op Academy Swinton.

1. Looked after Children and all previously Looked after Children. This includes children who have ceased to be looked after because they were adopted or became subject to a child arrangements order or special guardianship order. (Parents/carers of previously looked after children will need to provide a photocopy of the relevant order with the application form)
2. Children adopted from outside of England. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. (see notes)
3. Children in Need as defined by the Children Act (1989), i.e. those who are unlikely to achieve or maintain or to have the opportunity of achieving or maintaining a reasonable standard of health or development or a child/children whose health or development would be further impaired without the provision of services by the Local Authority. Applications under this criterion would need to be supported by an appropriate professional stating that attendance at Co-op Academy Swinton is essential. (see notes)
4. Brother or sister in attendance at the school at the date when the student is to be admitted (Year 7-10 only. Year 11 students will only be considered for in-year applications.) This includes stepchildren and foster children living with the same family at the same address. Other children may be considered under the sibling criterion provided proof is available to demonstrate that the children are permanently resident at the same address and part of the same family unit. (Co-op Academy Swinton accepts that in some family units the children may not be natural brothers and/or sisters).
5. Children living nearest to the school - The distance will be measured in a straight line using LLPG (Local Land and Property Gazetteer) information to measure the distance between the address point (including flats) of the child's home address and the centre of the Co-op Academy Swinton in miles. Those children whose home address is closest to the Co-op Academy Swinton will be those who get priority for places.

## Notes

### Looked after children

A looked after child is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions.

### Children adopted from outside of England

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society. Parents/carers of children adopted from outside of England will need to provide a photocopy of the relevant order or proof of the child's adoption from care direct to the local authority with the application form.

### Children in Need

In Salford, children who would be eligible for this criterion are those who are at level 3 and have ongoing social worker involvement, and all at level 4 on the 'Thresholds of needs and response in Salford' ([www.salford.gov.uk/thresholds.htm](http://www.salford.gov.uk/thresholds.htm)). For children resident in other local authorities, contact will be made with the child's social worker to confirm that the child's level of need falls within these boundaries of the Salford thresholds. Co-op Academy Swinton must have confirmation of an applicant's level of need from an appropriate professional before they will be considered under this criterion.

### Tie-breaker

Where there are more children in one particular criterion than the number of places available, places will be allocated to the children whose home address is nearest the school. The distance will be measured in a straight line using LLPG (Local Land and Property Gazetteer) information to measure the distance between the address point of the child's home address and the centre of the school in miles. Those children whose home address is closest to the school will be those who get priority for places.

In the event of a tie, where two or more pupils' home address is the same distance (including flats) from the preferred school and only one place is available, random allocation will be used as described below.

Where random allocation is used, this will be carried out by an independent person. Eligible names will be placed in a hat. The required number of names to fill the remaining places will be drawn from the hat and the remaining places will be offered to those applicants.

This process for random allocation also applies to the waiting list where two or more pupils are eligible for one vacancy and live the same distance from the preferred school.

### Multiple births

If there is a situation where only one place is available and the next children to be offered are siblings of a multiple birth, all the siblings will be offered places.

### The child's home address

The child's home address is considered to be the child's parent/carer(s) place of residence, that is to say, where they are normally and regularly living.

If parents are separated and the child spends time at each parents' address, the address which will be used for admission to schools is the address where the child sleeps the majority of the school

nights (Sun-Thurs) during the week in term time. Where there is dispute or equal nights are slept, the parent will be asked to provide proof of the address registered with the child's GP.

If a child is resident with friends or relatives for reasons other than guardianship, the friend or relative's address will not be considered.

We may ask to see between two and four forms of evidence of your home address (photocopies are acceptable) in addition to the child's GP information. This may include, for example:

- proof of where you are registered for council tax
- your television licence
- wage/ salary slip
- proof of your child tax credits.

Any evidence you provide must show that the parent or main carer lives at this address. We may seek evidence by other means if the parent/carer is unable to provide sufficient proof of their residence.

If your address changes temporarily (for example, if you go to live with a relative or there is another reason for temporary vacation of the permanent residence) you cannot use this temporary address for the purposes of your application.

#### Temporary addresses

Co-op Academy Swinton may at its discretion consider as genuine a child's temporary address where, for example, the child is living with his/her parent/carer(s) in temporary accommodation due, for example, to their parent/carer(s) working commitments, whilst they are seeking a permanent address in the same area.

If the parent/carer(s) main address has changed temporarily, for example where a parent/carer resides with extended family during a period of sickness or takes up temporary accommodation due to building or renovation work, then the parent/carer(s) address remains that at which the parent/carer(s) was resident before the temporary residence began.

#### Change of address

Any permanent change in address must be notified in writing or by email to the local authority Admissions Team as soon as possible. It will not be possible to make any changes to the home address for allocation purposes after 1 February as school offers will be finalised. However, please still inform the admissions team of changes of address after this date so that offer information can be sent to the correct address.

#### False information

If you give any false or intentionally misleading information to obtain a school place (for example, if you give the incorrect home address), we may withdraw the offer and your child may lose their place.

If you suspect that someone has given false information to get a school place please contact the admissions team.

Please note that Co-op Academy Swinton will take strong action and the place offered will be withdrawn, if any false or misleading information is given, including an address which is not the child's home address as defined above.

### Waiting list policy

Children who are not offered a place at Co-op Academy Swinton will be placed on the school's waiting list. The waiting list will be maintained only for the statutory period (until 31st December). The waiting list is ordered by the oversubscription criteria. As children are added to the waiting list, the priority order of the waiting list may change due to applicants being re-ranked. Parents will be contacted, should any places become available and they will be allocated in accordance with Co-op Academy Swinton's published admission criteria.

After 31st December, if a parent wishes their child to remain on the waiting list for Co-op Academy Swinton, they will need to reapply for a place using the procedure for in-year admissions.

Looked after children, previously looked after children, children who have been in state care outside of England and cease to be in state care as a result of being adopted and children who come under the Fair Access Protocol will take precedence over those on the waiting list.

There are no waiting lists for in-year admissions.

### Admission 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 should contact the Headteacher in the first instance to discuss an application for admission outside of the normal age group.

The Co-op Academy Swinton Admission Authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

When informing a parent of our decision on the year group the child should be admitted to, Co-op Academy Swinton Admission Authority will set out clearly the reasons for the decision.

### Right of appeal

If a child is refused a place at the Co-op Academy Swinton, they will have the right of appeal. Parents must give their grounds of appeal in writing and will be given at least 20 school days to submit these. Further information can be found on the local authority's website <https://www.salford.gov.uk/schools-and-learning/schools-admissions/appeals/>

### In Year admissions

Applications for admission during the school year are managed by the local authority. Applications for a move to Co-op Academy Swinton during the school year should be sent directly to the School Admissions team. Further information and application forms are available at <https://www.salford.gov.uk/schools-and-learning/schools-admissions/moving-school-during-the-school-year/>