

Southwick School Admissions Arrangements for 2026-27 Academic Year



Policy Name: Admissions Arrangements for 2026-27 Academic Year

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1. General Information

These Admissions Arrangements apply solely to applications for places at Southwick School for the 2026-27 academic year.

Southwick School is a welcoming and inclusive school where every child is valued, nurtured and encouraged to flourish. Guided by our Christian vision, **"Do Everything in Love" (1 Corinthians 16:14)**, we seek to build a community founded on kindness, respect, compassion and high expectations.

We are committed to providing an excellent education that enables every child to achieve their potential academically, socially, emotionally and spiritually. We celebrate diversity and welcome applications from all families.

The Governing Body is responsible for determining and administering these admission arrangements.

The school operates in accordance with relevant admissions legislation and the Wiltshire Council Co-ordinated Scheme for Primary Admissions 2026-27.

The home address given for the child must be the address where the child ordinarily resides on the application closing date.

2. Our Vision and Values

At Southwick School, our vision is:

"Do Everything in Love"

1 Corinthians 16:14

This vision is at the heart of every aspect of school life, including admissions. We aim to ensure that all children and families are welcomed with care, respect and dignity.

Through our Christian values, we strive to:

- Value every child as unique.

- Build positive relationships with families.
- Promote inclusion and belonging.
- Encourage aspiration and achievement.
- Create a nurturing environment where children flourish.

Our admissions arrangements support these principles by ensuring that applications are considered fairly, transparently and consistently.

3. Important Dates

First Round Applications

Date	Event
1 September 2026	Applications Open
15 January 2027 (Midnight)	Closing Date for Applications
16 April 2027	National Offer Day

Second Round Applications

Applications received between 16 January 2027 and 24 April 2027 will be considered as Second Round applications.

Third Round Applications

Applications received after 24 April 2027 will be considered as Third Round applications.

Appeals

Appeals will normally be heard during June and July 2026.

4. Returning Applications

Applications for Reception places should be submitted through:

Wiltshire Council School Admissions Team

County Hall
Trowbridge
Wiltshire

Applications are encouraged online through:

Registration at a nursery or pre-school does not constitute an application for a school place.

5. Designated Area

Southwick School seeks to provide places for children living within its designated area wherever possible.

A designated area is the geographical area served by a school. The address used to determine designated area status must be the address where the child normally resides with their parent(s) or legal guardian(s) for the majority of the school week.

Children living outside Wiltshire will be treated as living outside the school's designated area unless the address falls within a shared area arrangement.

In keeping with our vision of "**Do Everything in Love**", we are proud to serve our local community while welcoming applications from families beyond our designated area.

6. Children with Education, Health and Care Plans (EHCPs)

Any child whose Education, Health and Care Plan names Southwick School must be admitted before any other places are allocated.

Such children are not considered within the oversubscription criteria.

7. Published Admission Number (PAN)

The Published Admission Number for Southwick School Reception intake is:

30 pupils

The PAN represents the number of children who may be admitted into Reception in each academic year.

8. Address

The child's home address must be their normal and permanent place of residence.

Only one address can be used for admission purposes.

For Reception admissions in September 2026, the address used will be the child's address on:

15 January 2026

Future addresses may be considered where evidence such as:

- Exchange of contracts, or
- A tenancy agreement of at least six months

has been received by the relevant deadline.

Where children live between two homes, the address used will normally be where they spend the majority of school nights.

Where time is split equally, the address associated with Child Benefit will normally be used.

The school reserves the right to request proof of residence and to investigate any applications where fraudulent information is suspected.

9. Shared Parental Responsibility

Where more than one adult holds parental responsibility, parents are expected to agree the application submitted.

Where disagreement exists, the school will seek evidence regarding:

- Residence Orders;
- Child Arrangements Orders;
- Child Benefit registration; or
- The address where the child normally resides.

The welfare and educational continuity of the child will remain a primary consideration.

10. Multiple Births

Where twins, triplets or other multiple births apply for admission and one child qualifies for the final available place, the school will admit all siblings, even where this exceeds the Published Admission Number.

Such admissions will be treated in accordance with Infant Class Size Regulations.

11. Children of UK Service Personnel

Applications from service families will be considered in accordance with national admissions guidance.

Applications may be accepted before a family has moved into the area where official confirmation of posting has been received.

Acceptable evidence includes:

- A posting order.
- A letter from a Commanding Officer.
- Confirmation of quartering arrangements.

The school will not refuse a place solely because a family has not yet relocated.

12. Starting School

Starting school is an important milestone for children and families.

At Southwick School we aim to make this transition enjoyable, positive and successful. Guided by our vision of **"Do Everything in Love"**, we work closely with families and early years providers to ensure children feel safe, confident and ready to learn.

Full-time education is available to all Reception children from September 2026.

Parents may request part-time attendance until compulsory school age is reached.

Induction arrangements may include:

- Transition visits;
- Parent information meetings;
- Phased entry;
- Short periods of part-time attendance.

The school will communicate these arrangements directly with families.

13. Joint Admission Arrangements with Pre-Schools

Attendance at a nursery or pre-school does not provide priority for admission to Southwick School.

Any formal partnerships with local early years providers do not guarantee admission.

All applications are considered solely in accordance with the admission arrangements set out in this policy.

14. Early, Deferred and Delayed Admission

Early Admission

Admission before statutory school age will only be considered in exceptional circumstances where supporting evidence demonstrates a clear educational, medical or social need.

Deferred Admission

Parents may defer their child's admission within the Reception year, provided admission takes place before compulsory school age is reached.

The child's place will be held during this period.

Part-Time Attendance

Parents may choose for their child to attend part-time until compulsory school age is reached.

Arrangements should be discussed directly with the school.

Admission Outside Normal Age Group

Parents may request admission outside their child's normal age group.

This includes requests for:

- Summer-born children to enter Reception at age five.
- Children with medical, developmental or educational reasons supporting delayed or accelerated admission.

Requests must:

- Be submitted by 15 January 2026.
- Include supporting evidence.
- Be considered individually by the Governing Body.

Each case will be judged on its merits and in the best interests of the child.

15. Application Deadline

Applications received by:

Midnight on 15 January 2026

will be treated as on-time applications.

Applications received after this date will be considered as late applications and processed after applications received by the deadline.

16. Oversubscription Criteria

If the number of applications exceeds the number of places available, places will be allocated in the following order:

1. Looked After and Previously Looked After Children

Including:

- Children in care.
 - Previously looked after children.
 - Internationally Adopted Previously Looked After Children (IAPLAC).
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2. Vulnerable Children

Children whose circumstances are supported by professional evidence demonstrating that attendance at Southwick School is essential due to exceptional medical, social or welfare needs.

3. Designated Area Siblings

Children living in the designated area who have a sibling attending the school who will remain on roll at the time of admission.

4. Other Children Living Within the Designated Area

Children who live within the school's designated area but do not qualify under higher criteria.

5. Other Siblings

Children who have a sibling attending the school and who will remain on roll at the time of admission.

6. Children of Staff

Children of staff:

- Employed at the school continuously for at least two years; or
- Recruited to fill a demonstrable skills shortage.

Supporting evidence from the Headteacher must accompany the application.

7. Other Children

All remaining applicants.

Distance Tie-Break

Where places are oversubscribed within any criterion, priority will be given to children living closest to the school.

Distance will be measured in a straight line from the child's home address to the school.

Where distances are identical and places remain limited, allocation will be determined by random allocation supervised by an independent witness.

17. Waiting Lists

Waiting lists will be maintained for all year groups.

Children refused a place will automatically be placed on the waiting list unless parents request otherwise.

Waiting lists will:

- Operate according to the oversubscription criteria.
- Not operate on a first-come, first-served basis.
- Be regularly updated as applications are received.

In keeping with our vision, all applications will continue to be treated fairly, transparently and consistently.

Waiting lists will close on the final day of the Summer Term 2027.

18. In-Year Transfer Applications

Applications submitted after the Reception admissions process, or for any year group other than Reception, are treated as In-Year applications.

Applications will be considered using the oversubscription criteria in this policy.

Parents may express up to three school preferences.

The school aims to process applications promptly and fairly.

Where a place is offered:

- Parents must accept or decline within 10 working days.
 - The place should normally be taken up within 28 working days.
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19. Proof of Address

The school reserves the right to seek evidence confirming an applicant's address.

Acceptable evidence may include:

- Exchange of contracts;
- Completion statement;
- Tenancy agreement (minimum six months);
- Council Tax documentation;
- Utility bills.

If satisfactory evidence is not provided, the application may be assessed using the previous verified address.

Any place obtained through fraudulent or misleading information may be withdrawn.

20. Fair Access Protocol

Southwick School participates fully in Wiltshire's Fair Access Protocol.

The Protocol exists to ensure that vulnerable and hard-to-place pupils can access education quickly.

Children allocated under the Protocol may be admitted above the Published Admission Number where required.

The school is committed to supporting all children and ensuring that every pupil feels valued and included within our community.

21. Appeals Procedure

Parents and carers have a statutory right of appeal against the refusal of a school place.

Details of the appeals process can be obtained from the school.

Appeals will be heard by an Independent Appeal Panel in accordance with the relevant admissions legislation.

Southwick School is committed to ensuring that all appeals are handled fairly, transparently and respectfully. Guided by our vision of **"Do Everything in Love"**, we seek to maintain positive relationships with families and provide clear communication throughout the process.

Appeals are normally heard during school term time.

Approved by: Governing Body, Southwick School

Review Date: September 2026