

ADMISSIONS POLICY 2025-26

1. Aims

This policy aims to:

- Explain how to apply for a place at the school.
- Set out the school's arrangements for allocating places to the pupils who apply.
- Explain how to appeal against a decision not to offer a place.

2. Legislation

This policy is based on the following advice from the Department for Education (DFE):

- Schools Admission Code 2021
- School Admission Appeals Code

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

3. How to apply

For applications in the normal admissions round you should use the application form provided by your home local authority. Applications must be made by 31st October 2025 for Year 7 in accordance with the Essex Local Authority co-ordinated scheme. This process is published by Essex County Council in the Secondary Education on Essex booklet.

You will receive an offer for a school place directly from your local authority.

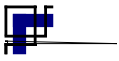
4. Allocation

5.

7.

10. Monitoring arrangements

This policy will be reviewed by the **Local Governing Body**



accordance with the oversubscription criteria whenever anyone is added to or leaves it. Parents should request that their child remains on the waiting list at the end of each academic year.

11.5: Home address

Applications will be processed on the basis of the home address of the child at the time of application and determination. If the home address changes, proof of an exchange of contracts or copy of a tenancy agreement will need to be provided by 4th January 2026 to the Local Authority. The home address is considered to be the address at which the child lives on a permanent basis or is "ordinarily resident".

Distance from the school is calculated by the Local Authority using the address point coordinates of the school provided by the Royal Mail and Ordnance Survey. For mid-year admissions, distance calculation function within Google Maps is used to calculate distance from the school.

11.6: Siblings

A sibling is defined as a child who has a brother, sister, adopted or fostered brother or sister, half-brother or sister, or stepbrother or stepsister, living in the same family unit in the same family household and address who attends The Swayne Park School in any year group where there is a reasonable expectation that the sibling will still be on roll at Swayne Park on admission of the applicant. Biological siblings who attend the school who live at a different address will also be treated as siblings. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

11.7: Late applications

Applications received after the published closing date will be dealt with according to the agreed arrangement of the Local Authority's co-ordinated admissions scheme. In summary, applications received after the closing date for applications will be treated as late applications unless there is evidence to show that the application or amendments could not reasonably have been made on time. Late applications will be given a lower priority and will be dealt with after all on-time applications.

11.8: Withdrawal of an offer

If a school place has been secured through the provision of false information, or has been offered in error, it may be withdrawn.

11.9: Admission to the sixth form

At the end of Year 11, students are admitted into the sixth form by appropriate prior qualification. The total intended number to admit is 140. We have 15 places reserved for external applicants to the Sixth Form. More external applicants may be admitted until we have reached our limit of 140 students. Further information regarding admission to the sixth form is in the Sixth Form Admissions policy, available from the school website or office.

