

Goddard Park

Community Primary School & Daycare Centre



Head of School: Jo Harding

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School Admissions Policy 2027/28

Introduction

Applications to attend Goddard Park Community Primary School are welcomed from all families.

As Goddard Park is an Academy, the Governors of the School are responsible for their own Admission Policy and arrangements in line with the DfE School Admissions Code and the Local Authority's Admissions Schemes.

Timing of Admission

Pupils will normally be admitted at age four in the September of the school year during which they reach their fifth birthday. Parents have the right to defer their child's admission to the start of any subsequent term up to and including the term after their child reaches the age of five, providing the offer of a place has been made and accepted during the normal admissions round. Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

In addition, a parent is able to request that their child is admitted outside of their normal age group. For example, the parents of a summer born child may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. The school will consider any such request on the basis of the circumstances of each individual case. Parents should discuss this as soon as possible with the school. Parents should make it clear that they wish to apply for a reception place a year later than the year into which the child could have been admitted.

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel. They do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint. All schools have a duty to consider complaints about the school and must have a published complaints procedure in place.

Timing of Applications

All Primary Schools in Swindon are required to participate in the Swindon co-ordinated admissions scheme, and Swindon Local Authority (LA) has set up a standard Common Application Form for all schools. All applicants must use this form via Council's online admission system. The closing date for applications (which must be submitted to the Local Authority on-line) will be **15th January 2027**. The Local Authority will forward applications to Goddard Park Community Primary School **in February 2027**.

In **March 2027**, the School will apply their admissions criteria and send a list to the Local Authority indicating the order in which all applications have priority according to the Admissions criteria. The LA will send offer letters to parents on **16th April 2027** on behalf of the School. The deadline for parents to accept the place offered is **30th April 2027**.

Late Applications.

Applications received after the closing date given above will not be considered until all on-time applications have been assessed according to the priority criteria below.

Over-Subscriptions Criteria for Goddard Park Community Primary School

The Published Admissions Number (PAN) for all Year Groups is 90. This means that all applications will be agreed until the admission number is reached. Unfortunately, there may be occasions where a year group is over-subscribed and in these circumstances a set procedure will be followed to ensure places are allocated fairly. All applications will be ranked in order of the oversubscription criteria.

A child who has an Education, Health and Care Plan (EHCP) is required to be admitted to the school named on the child's EHCP.

In all other cases, the oversubscription criteria are as follows:

- Priority 1. A child in the care of a LA or provided with accommodation by that authority as defined by Section 22 of the Children Act 1989. Also 'previously looked after children' who have left care through an adoption, special guardianship or child arrangements order, including those children 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;
- Priority 2. Any child who has a sibling attending Goddard Park Community Primary School at the same time as he or she is due to be admitted;
- Priority 3. Any child of a staff member either employed at the school for at least two years, or who will meet a clear skills shortage;
- Priority 4. Any child living within the school's catchment area (details available from the School and LA);
- Priority 5. Any child not living in the school's catchment area.

DECIDER

In all cases where the school is oversubscribed, distance measured as a straight-line from the applicant's home address to the school as stated by the Local Land and Property Gazetteer (LLPG) will be used to prioritise applications within individual oversubscription criteria. If the distance measurement does not separate applicants, places will be offered by random allocation.

Children with Special Educational Needs

Pupils with an Education, Health and Care Plan (EHCP) at the time of allocation are required to be admitted to the school named on their EHCP. Once an EHCP reaches the formal proposed stage the administration of the admission of the young person becomes

the responsibility of Special Educational Needs Assessment Team (SENAT) at which point this policy ceases to apply.

Supplementary Information Form

In addition to the Local Authority Admission form, you will be provided with a Supplementary Information Form. This must be completed and returned directly to the School at the time the common application form is submitted to the Local Authority. Governors will use the information on this form to assist in assessing the priority of your application.

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Where the sibling of the child making the application is under assessment for an EHCP, then they will be counted as a sibling from the time that the school is named on the final plan.

Multiple Births and Children of Serving Armed Forces Personnel.

If necessary the school will admit over its PAN to accommodate siblings born at the same time (e.g. twins, triplets etc.) or the children of serving armed forces personnel. In such cases the school can exceed the statutory limit of 30 five, six or seven year old children per class to prevent the separation of twins or children from a multiple-birth, and to accommodate the admission of children of serving armed forces personnel outside of the normal admission round.

Catchment Area.

A catchment area is a geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s). Most schools have a catchment area but some addresses fall within areas shared by two or more schools.

Home Address

The home address on the application form must be the address where the child resides for most of the week with his or her parent/carer. Where a child has a joint address, then the terms of a residency order may clarify the home address. In the absence of a residency order, the home address will be with the parent that has primary day to day care and control of the child.

In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. If the Child Benefit letter is not available, a copy of the most recent bank statement where the Child Benefit is credited may be taken as residency, or the address stated on the NHS Medical Card of the child. Any other evidence provided by parents will also be considered in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement but where they do not, the School will determine the home address.

Important Dates for admission to Goddard Park Community Primary School in September 2026:

By 15th January 2027

Deadline for Swindon Local Authority to receive on-line applications from parents/carers.

By 16th April 2027

The Local Authority, on behalf of the School will send offers to parents/carers living in the Swindon area and to parents living in other Local Authorities.

By 30th April 2027

This is the deadline date for parents or carers to accept or refuse the offer of a place at Goddard Park Community Primary School.

Applications at Other Times of the Year (In-Year Applications)

Applications to be admitted to Goddard Park Community Primary School outside the normal admissions rounds can be made directly to Swindon Borough Council (who will forward the application form to the School). On receipt of an in-year application, the Governing Body will consider the application within a required timescale in accordance with the oversubscription criteria and published admissions number. The school will notify the parent and the LA of the outcome by a decision letter. The parent must accept / refuse the offer of a school place within 10 school days. It is expected the child would take up the place within 28 school days.

Parents/carers applying for places in an oversubscribed year group will be informed of their right of appeal.

Waiting Lists

Where a place at Goddard Park Community Primary School cannot be offered, the child will be placed on a waiting list.

Where an application is received the child's name will be retained on the waiting list until the end of the academic year. If a place becomes available at the school, the place will be offered in accordance with the published oversubscription criteria and not the length of time a child's name has been on a waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications received.

Placing a child's name on a waiting list does not affect the parent's right of appeal against an unsuccessful application.

Appeals Procedure

Parents who are refused a place at a school for which they have applied have the right of appeal to an independent admission appeal panel.

Information about the appeal procedure will be provided where a place at Goddard Park has been refused. Appellants should contact the Clerk to the Governors, Goddard Park Community Primary School, Welcombe Avenue, Swindon, SN3 2QN

Objections to these Admission Arrangements

Objections to these admission arrangements can be made to the Schools Adjudicator whose decision is binding and enforceable. Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator:

<http://www.schoolsadjudicator.gov.uk>

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Appendix 1. Supplementary Information for Applications for Admission to Goddard Park Community Primary School

Child's name:

Date of Birth:

Address:

Parent/Carers name and address:

Ref: Priority 3

Name of Goddard Park Community Primary School Staff member:

.....

Relationship to child:

Length of employment at Goddard Park Community Primary School:

Is the member of staff meeting a clear skills shortage at Goddard Park?

Yes / No

If yes, what is the skill being provided?

.....

Please note this form must be completed at the same time as the Common Application Form, and submitted directly to the school at:
Goddard Park Community Primary School, Welcombe Avenue, Swindon, SN3 2QN.

This form does not replace the Common Application Form which should be submitted on-line to the Local Authority at:

https://www.swindon.gov.uk/info/20071/school_places_and_admissions

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Appendix 2. Goddard Park Daycare and Pre-school Admissions Policy 2027-28

Introduction

Applications to attend Goddard Park Pre-School are welcomed from all families for children from the age of 3 months to 4 years. We offer both fee paying sessions and grant funded sessions (dependent on age and eligibility). Term-time only and full year sessions are available.

Places available are **generally** as follows:

Age 3 months to 1 years	-	12 places (flexible sessions between 8am to 6pm)
Age 1 to 2 Years	-	15 places (flexible sessions between 8am to 6pm)
Age 2 to 3 years	-	33 places (flexible sessions between 8am to 6pm)
Age 3 to 4 years	-	45 places (flexible sessions between 8am to 6pm)

The age ranges for the places available vary during the year as children move into older age brackets.

We operate an inclusion and equality policy and ensure that all the children have access to places irrespective of their gender, race, disability, religion or belief or sexual orientation of parents/carers.

Timing of Admission

When the parent and/or carer completes the registration form, a home visit will be undertaken by a senior member of staff in order to obtain further details of the child and to ensure Goddard Park fully understands and can meet the child's needs.

Children will normally be admitted at the start of a school term (January, April and September). However, as Daycare is open 48 weeks a year, admissions outside these times can be arranged where a space becomes available. Spaces will be allocated to children on the waiting list according to our oversubscription criteria.

Prior to a child attending any sessions, parents and/or carers must complete and sign a contract and registration form. These forms provide the Daycare/Early Years staff with personal details relating to the child. Children will also need to attend settling in sessions in line with our Settling In Policy.

Timing of Applications

The closing date for applications will be:

26th February 2027 for admissions in September 2027

11th June 2027 for admissions in January 2028

12th November 2027 for admissions in April 2028

After the closing date for each term, we will apply our admissions criteria to all applications to decide the priority for places available. We will contact parents/carers within two weeks of the closing dates above to inform them of the outcome of their application.

Late Applications.

Applications received after the closing date given above will not be considered until all on-time applications have been assessed according to the priority criteria below.

Over-Subscriptions Criteria for Goddard Park Daycare

Unfortunately, there may be occasions where sessions are over-subscribed and in these circumstances a set procedure will be followed to ensure places are allocated fairly. All applications will be ranked in order of the oversubscription criteria in these cases. Availability of places relies upon our capacity to provide the care and education that will meet the needs of individual children and others already attending sessions.

For children not already accessing 15 hours of sessions at Goddard Park, the oversubscription criteria are as follows:

- Priority 1. A child in the care of a LA or provided with accommodation by that authority as defined by Section 22 of the Children Act 1989. Also 'previously looked after children' who have left care through an adoption, special guardianship or child arrangements order, including those children 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;
- Priority 2. A child who is included on a Child Protection Plan.
- Priority 3. Any child of a staff member either employed at the school for at least two years, or who will meet a clear skills shortage;
- Priority 4. Any child who has a sibling attending any Goddard Park Daycare or Pre-School sessions at the same time as he or she is due to be admitted;
- Priority 5. Any child living within the school's catchment area (details available from the School and LA);
- Priority 6. Any child not living in the school's catchment area.
- Priority 7. Children who are already accessing 15 or more hours of sessions at Goddard Park and wish to increase this or change the days allocated

DECIDER

In all cases where sessions are oversubscribed, date of birth will be used to prioritise applications within individual oversubscription criteria. If the date of birth does not separate applicants, places will be offered by random allocation. The random process will be repeated and any previous random order will be discarded.

Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the daycare place is sought is living in the same family unit at the same address as that sibling.

Catchment Area.

A catchment area is a geographical zone served by a school. The address that determines a child's designated area is the place where s/he is ordinarily resident with his/her parent(s) or legal guardian(s). Most schools have a catchment area but some addresses fall within areas shared by two or more schools.

Home Address

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. Where a child has a joint address, then the address where the child Tax Credit / child benefit is paid will be taken as the child's home address. Evidence may be required in this instance.

Applications at Other Times of the Year

Applications to be admitted outside the normal admissions rounds can be made directly to the Daycare office. On receipt of an in-year application we will consider the application within two weeks in accordance with the oversubscription criteria above.

Waiting Lists

Where a place cannot be offered, the child will be placed on a waiting list.

Where an application is received the child's name will be retained on the waiting list until the end of the academic year. If a place becomes available, and the setting is able to meet the child's needs, the place will be offered in accordance with the published oversubscription criteria and not the length of time a child's name has been on a waiting list. Positions on waiting lists may change due to new applications received.

This policy was agreed and implemented on 9th February 2026. It will be reviewed annually during the Autumn term.

There will be on-going monitoring and updating of the policy as required.