



SWANSEA COUNCIL / CYNGOR ABERTAWE

CO-ORDINATED SCHOOL ADMISSION ARRANGEMENTS SCHEME

Normal Admission Rounds - Reception and Year 7 (from September 2027)

INTRODUCION

The local authority (LA), under The Education (Co-ordination of School Admission Arrangements and Miscellaneous Amendments) (Wales) Regulations 2024 is required to formulate and publish a qualifying scheme to co-ordinate admission arrangements for all admission authorities, (local authority (LA) and Voluntary Aided (VA) schools) in the Swansea local authority area, in relation to applications for the '**normal admission rounds**' at a maintained primary school (Reception) or a maintained secondary school (Year 7) in Swansea.

Applications outside the 'normal admission rounds (In-year transfer applications) will be dealt with by the relevant admission authority and not under the co-ordinated scheme.

The co-ordinated admission arrangements scheme does not affect the rights and duties of the governing bodies of the Voluntary Aided schools to set and apply their own admissions arrangements and oversubscription criteria.

BACKGROUND

The co-ordination scheme is intended to simplify the 'normal admission rounds' process whilst reducing the likelihood of any child being left without a school place. It will also help to avoid pupils being offered multiple schools and parents/carers choosing to 'hold' offers for more than one Swansea school. Co-ordination establishes a mechanism to ensure, as far as is reasonably practicable, that every parent of a child living in the Swansea local authority area, who has applied to a Swansea maintained school using the common application form, is sent a single offer of a school place by the LA.

The co-ordinated arrangements applies to all Swansea community-maintained schools for which the LA is the admission authority and to the admitting authorities for the following Swansea VA Schools:

Bishop Vaughan Catholic Comprehensive
Christchurch Church in Wales Primary
St David's RC Primary
St Illtyd's RC Primary
St Joseph's Cathedral Primary
St Joesph's Catholic Primary

Parents/carers who wish to apply for schools in areas outside of Swansea must apply to the admission authority for the school (the local authority/Council for that school).

APPLICATION PROCESS

1. There will be a standard application form known as the Common Application Form (CAF). This form will be available to parents/carers in the relevant year via an online system or as a paper copy on request from the local authorities School Admissions Team. Any common application forms (on-time or late forms) received directly by a school **must** be forwarded to the LA.
2. The CAF will be used for the purpose of admitting pupils at the normal point of entry to a primary or secondary school.
3. Parents/Carers of children for whom the LA holds an Individual Development Plan (IDP) where the LA has named a school in section 2D.1 of the IDP will not be required to make an application. School admissions at the normal point of entry for children with an LA IDP will be handled by the Additional Learning Needs Team. Any application for these children will be processed in accordance with the Special Educational Needs (SEN) Code of Practice for Wales and associated regulations and will not be dealt with under this Scheme.
4. The CAF must be used as a means of expressing one or more preferences for the purposes of section 86 of the School Standards and Framework Act 1998, by parents/carers resident in Swansea wishing to express a preference for their child.
5. The LA will invite parents/carers to:
 - (a) complete a single application (the 'common application form'), and to express a preference for up to 3 Swansea schools of their choosing and ranked in order of their preference.
 - (b) give their reasons for each preference. Parents/carers expressing a preference for a Voluntary Aided (VA) school may also be required, by the individual school admission authority (the VA school), to provide additional information or evidence relating to an application and as such, to complete a supplementary form.
6. Written information provided by the LA will:
 - (a) specify the closing date for applications.
 - (b) specify that all preferences expressed on the CAF will be considered equally. In the event that one or more preferences can be met, the highest preference school will be offered, with all lower preferences being withdrawn.
 - (c) explain that the parent/carer will receive no more than one offer of a place at a school.
7. Parents/Carers who reside outside of the Swansea Council Local Authority should also make an application with their own Local Authority (the Local Authority to whom they pay Council Tax) as, in the event the school(s) applied for in Swansea are oversubscribed the LA will be under no duty to offer a place at an alternative Swansea school.
8. There is a national deadline for applications, as stated in the 'Timetable' section of this Scheme. This is the date by which completed applications (paper or online) must be received by Swansea Council. Applications submitted by this date will be classed as 'on-time' applications. Parents/carers who apply on time (i.e. within the

deadlines published by the LA) for a place at any school will be given priority over those who have not.

9. Applications submitted after the published closing date will be deemed as late applications and will not be considered until after all on time applications received have been allocated and offered their places on the common offer day.
10. Completed paper or online CAFs for Reception and Year 7 places are to be returned direct to Swansea Council School and by the published closing date.
11. Parents/carers who have applied for a Swansea school, on time for a place in the normal admission round, will receive an offer of one school place from the local authority (LA).

ALLOCATION PROCESS

1. The relevant admission authority will be responsible for applying the oversubscription criteria and ranking applications in accordance with their admission criteria. For Voluntary Aided (VA) schools this will be the governing body. For community maintained schools this will be the LA.
2. By the date specified in the local authority's admissions timetable the LA will provide Swansea VA schools with details of the applications made for their schools to enable the governing body to consider and rank their applications.
3. By the date specified in the local authority's admissions timetable, governing bodies who are the admission authority for a school (i.e. Swansea VA schools) **must** provide the LA with a list of all children who applied for places at their school, ranked in their order of priority under their admission arrangements, showing which criteria apply to which child.
4. Swansea Council will rank all applications for those schools for which it is the admitting authority. Using these ranked lists and those provided by VA schools, Swansea Council will be able to determine the children who are eligible for places at each school. This will be done by comparing the number of children on each school's list to the admission number (AN) for that school. Requests for admission will be granted provided there are places available as determined by the published admission number. In the event that one or more preferences can be met, the highest preference school will be offered, with all lower preferences being withdrawn.
5. Where admission requests exceed the number of places available, as determined by the published admission number, places will be allocated to the eligible children with the highest priority ranking under the admission criteria, up to the school's AN.
6. Where a child living in the Swansea Council local authority area, whose parent/carer applied for a Swansea school, has been refused a parental preference school the child will be allocated a place at the nearest school in Swansea with a place available.

7. Swansea Council will inform other local authorities of places in schools in Swansea to be offered to their residents.
8. There will be a common offer day (see 'Timetable' section) when parents/carers will be notified which school their child has been allocated. Parents/Carers who applied online will be sent an outcome letter via email on this date. Parents/Carers who apply on a paper form will receive an outcome letter in the post. Parents/Carers who apply online will also be able to log back in to the online application system to check their allocation and respond to the offer.

LATE APPLICATIONS

Applications submitted after the published closing date will not be considered until after all on time applications received have been allocated and offered their places on the common offer day.

RIGHT OF APPEAL

Where an application has been refused parents/carers will be informed in writing that they have the right of appeal to an independent appeal panel. The correspondence will include information on how to appeal. The letter confirming the refusal will explain:

- the reason for the refusal;
- information about the right to appeal;
- the deadline for lodging an appeal; and
- contact details for making an appeal.

WAITING LISTS

Where parents/carers are refused a place for their child/ren they are automatically placed on the waiting list. Pupils' names will remain on the waiting list for the whole academic year and will only be removed if they are successful at appeal or if a parent confirms in writing that they no longer wish their child/ren's name to remain on the waiting list. If a place becomes available it will be allocated in accordance with the oversubscription criteria.

All waiting lists will be based on the school's oversubscription criteria and children's places on the list are subject to change according to additional information received about applications or children being added to the list. No priority is given based on the length of time that a child has been on the list or if the application was late or on-time.

Timetable for Secondary (Year 7) Admissions 2027/2028

September 2026	Information for parents made available to schools and parents/carers on Swansea Council website or by hard copy (available on request).
31 October 2026	National deadline for applications. Closing date for Swansea Council common application forms (online or paper) to be received by Swansea Council School Admissions Team.
6 November 2026	By this date Swansea Council will notify the governing body of any school where it is the admission authority (i.e. Swansea VA schools) and does its own ranking, of every application for a place at that school.
15 January 2027	By this date own admission authority schools (Swansea VA schools) will provide Swansea Council with a list of all applicants ranked in order of priority according to the individual school's oversubscription criteria.
25 January 2027	Swansea Council will inform all other local authorities of offers to be made to applicants resident in their areas.
1 March 2027	Common offer day. Local authority notifies parents/carers of secondary school place offered.
26 March 2027	Date by which parents/carers lodge an appeal.

Timetable for Primary (Reception) Admissions 2027/2028

September 2026	Information for parents made available to schools and parents/carers on Swansea Council website or by hard copy (available on request).
15 January 2027	National deadline for applications. Closing date for Swansea Council common application forms (online or paper) to be received by Swansea Council School Admissions Team.
22 January 2027	By this date Swansea Council will notify the governing body of any school where it is the admission authority (i.e. Swansea VA schools) and does its own ranking, of every application for a place at that school.
12 March 2027	By this date own admission authority schools (Swansea VA schools) will provide Swansea Council with a list of all applicants ranked in order of priority according to the individual school's oversubscription criteria.
22 March 2027	Swansea Council will inform all other local authorities of offers to be made to applicants resident in their areas.
16 April 2027	Common offer day. Local authority notifies parents/carers of primary school place offered.
14 May 2027	Date by which parents/carers lodge an appeal.

EXPLANATION OF TERMS USED IN THIS DOCUMENT

Local Authority (LA) – an organisation that is officially responsible for all the public services and facilities in a particular area.

Admission Authority – responsible for setting and apply a school's admission arrangements. For community schools and the Admission Authority is Swansea Council. For voluntary aided schools the Admission Authority is the school's Governing Body.

Admission Number (AN) - means the Admission Number is the number of pupil places available in each year group. All maintained schools admit pupils up to their published admission number for the year of entry at a school i.e. the maximum number of children that the admission authority has agreed it can admit.

Maintained School – a school that is funded by the local education authority (LA).

Admission Arrangements - means the arrangements for a particular school which govern the procedures and decision-making for the purposes of admitting pupils to that school.

Normal admissions round - is the period during which parents are invited to express a minimum of three preferences for a place at any state-funded school on the common application form provided by their home local authority for the normal point of entry.

Normal point of entry - means the first entry point to a school i.e. starting in reception in an primary school or transferring from primary to year 7 of a secondary school.

In Year Application - means any application for a place in any year group at a school other than at the normal point of entry.

Parent/Carer - means a parent/carers which has Parental Responsibility for the child.

'Eligible for a place' - means that a child has been placed on a school's ranked list at such a point which falls within the school's AN or other agreed admission number.

Governing Body – a group of people who are responsible for running a school. They set a strategic direction and aim to promote a high standard of education achievement.

Catholic Archdiocese – a church district, made up of local parishes, under the leadership of a Catholic Archbishop.

Church in Wales Diocese – a church district, made up of local parishes, under the leadership of a Church in Wales Bishop.

Common Application Form (CAF) – a single application form (online or paper)