

# Primary and Secondary Schools in Slough

A parents' guide to admissions 2018

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Dear Parent(s) Carer(s)

This booklet has been prepared to help you apply for a place in a Slough nursery, infant, junior, primary or secondary school. It includes information about the application process for Reception and Year 7 (secondary transfer) in September 2018.

For Reception and Year 7 applications for September 2018, you can apply online at [www.slough.gov.uk/admissions](http://www.slough.gov.uk/admissions). For Year 7 applications the website will be open from 1 September 2017 and for Reception applications it will open on the 1 September 2017. Schools and local authorities will be sharing information on applications, to ensure the admissions process runs as smoothly as possible for you and your child.

If you need further assistance or advice, staff will be pleased to help you. They can be contacted by:

- ◆ Emailing: [admissionshelpline@slough.gov.uk](mailto:admissionshelpline@slough.gov.uk)
- ◆ Telephoning: 01753 875728  
Lines are open 10.00am - 5.30pm Wednesday and Friday
- ◆ Visiting: MyCouncil, Slough High Street  
Tuesday and Thursday 10.00am - 5.30pm
- ◆ Writing to: Admissions and Transport Team  
Slough Borough Council  
St Martins Place  
51 Bath Road  
Slough  
SL1 3UF

Finally I hope your child has a successful start to their primary or secondary education.

Yours sincerely



**Tony Browne**  
**Head of Access and Inclusion**

# Slough Schools' Charter for Parents and Carers

- a charter for success; realising ambition for Slough children

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## **Purpose**

We know that parental involvement with a child's learning makes an important difference to the achievement for that child. The purpose of this charter is to describe shared expectations across all Slough schools for working together with parents, carers and families.

## **Vision**

We want every child in Slough to share values that contribute to a successful community.

A successful child in Slough will become:

- confident
- creative
- curious
- resilient
- able to handle challenge

In order to promote successful learning for all Slough children, schools will work in partnership with parents, carers and families in a proactive way that values parental contributions and is mindful of the individual needs of families due to differing life circumstances.

## **Shared expectations of a successful learner**

Together we have identified a number of key expectations that we believe help children to succeed in learning. All schools in Slough share these expectations and they underpin our work with children and their families.

A successful learner benefits from:

- open, two-way communications between school and home
- parents/carers and the school working in partnership to meet their individual needs
- parents/carers who have high aspirations for them
- full attendance and being punctual
- parents/carers who are interested and involved in their child's learning journey
- parents/carers who support school expectations e.g. behaviour, homework, uniform
- the chance to take part in a range of school and extra-curricular activities

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### Early years and Childcare in Slough

There is a range of early years and childcare provision available across Slough. All settings must be registered with Ofsted if they work with children under 8 years old for more than 2 hours per day. You can check to see if a childcare provider is registered with Ofsted by asking to see the setting's registration certificate or by calling Slough Family Information Service on 01753 476589. Ofsted regularly inspects early years and childcare settings and you will find the reports of these inspections at; <https://reports.ofsted.gov.uk/>

The types of early years and childcare available in Slough include:

- Childminders
- Children's Centres
- Day Nurseries and Pre-schools
- Nursery Classes in Schools
- Nursery Schools
- Independent Schools
- Out of School Care which includes Breakfast, After-school and Holiday Clubs

Most early years and childcare is available during the day between 8am and 6pm but some providers offer care earlier or later in the day. Some childminders offer a flexible service with earlier starts and later finishes, including evening and weekend care. For more information about childcare and to find details of providers in Slough, look at the Slough Services Guide, [www.servicesguide.slough.gov.uk](http://www.servicesguide.slough.gov.uk) in the 'For Family' section under 'Childcare'.

You can also contact the Family Information Service (FIS) on 01753 476589 or [FIS@slough.gov.uk](mailto:FIS@slough.gov.uk)

### Cost of early years and childcare

Early years and childcare costs will vary according to the age of the child and the number of hours used. Providers will have their own fee structures and you should contact them for details. The government is introducing new ways to help parents with childcare costs.

Whether you have toddlers or teens, you could get support. For further information please visit [www.childcarechoices.gov.uk/](http://www.childcarechoices.gov.uk/)

### Free Early Learning for two year olds

Two year olds from families in receipt of certain benefits and with an income of £16,190 or less per

year are eligible for a free early learning place. Evidence shows that 2 year olds in good and outstanding places, including nurseries, school nursery classes, and childminders see real benefits in terms of their early language skills, and physical, social and emotional development.

Your child will be able to start their free place from the beginning of the term after their second birthday. You can apply in the term of your child's second birthday. If you think you are eligible, please complete the online free early learning form. The details you provide will be used to check your eligibility. In some cases, further details and evidence of income may be required.

You can apply online and check your child's eligibility at [www.slough.gov.uk/earlylearning](http://www.slough.gov.uk/earlylearning). For more information or help to complete the form, contact the Early Years Service on 01753 476554.

### Free Early Learning for 3 & 4 year olds

#### Universal entitlement

All children are entitled to a free early learning place at an approved provider of the family's choice, from the beginning of the term after they are three. This universal entitlement to a funded early learning place is free to parents and will provide a child with early learning until they reach school age. The universal entitlement is 570 hours per year. This is often taken as 15 hours per week for 38 weeks of the year but families can arrange to take fewer hours per week over more weeks of the year if they prefer.

For example, your child could attend a setting for 11 hours per week for 51 weeks of the year.

#### Extended Entitlement - 30 hours

From 1 September 2017 the government is introducing an extended entitlement to early learning for working families. The extended entitlement is an additional 570 hours, making 1140 hours in total. This works out to 30 hours per week for 38 weeks of the year, but, like the universal entitlement, this can be stretched over more weeks of the year if the family wishes and over more than one site per day.

For example, your child could attend a setting for 24 hours per week for 47 weeks of the year or 22 hours per week for 51 weeks of the year.

#### Am I eligible?

Your family is eligible for the extended entitlement if you are in work (both parents in a two parent

household or one parent in a one parent household) and earning the equivalent of 16 hours per week at the national minimum or living wage and not more than £100,000 per year. If you are self employed, or on a zero hour contract you will be asked to confirm that you will meet the income threshold outlined above.

### **How do I apply?**

You can apply for the extended entitlement by visiting 'Childcare Choices' at: [www.childcarechoices.gov.uk/](http://www.childcarechoices.gov.uk/)

During the application you will be asked for information about yourself and your partner if you have one. The information you will need to provide will include: your National Insurance number, the date you started work or the date you are due to start work, details of any other government support that you get and, if you are self employed, your Unique Taxpayer Reference. If you have difficulty with the application or do not have access to the internet you can phone the Childcare Service Customer Interaction Centre on 0300 123 4097.

Once you have applied successfully you will be given an Eligibility Reference Number. You will need to give this number to your chosen provider, along with your National Insurance Number. The provider will ask you to sign a form giving consent for them to share your details with the local authority. This will enable the provider to check your eligibility and receive information about grace periods. The provider has to make this check before they can offer your child a funded early learning extended entitlement place.

### **How to use the free early learning place**

Slough Borough council approves a range of providers to offer funded early learning places to 2, 3 and 4 year old children. These can be found on the Slough Services Guide and include childminders, children's centres, day nurseries, nursery classes in school, nursery schools, pre-schools and playgroups and private and independent nursery schools. Parents can phone the Family Information Service for information about early years providers on 01753 476589 or email them at [FIS@scstrust.co.uk](mailto:FIS@scstrust.co.uk) or visit [www.servicesguide.slough.gov.uk](http://www.servicesguide.slough.gov.uk)

Parents can find a place for their child by contacting some settings and arranging to visit and have a look around. When you visit it is important to discuss whether the days/times that you require are available

in the setting. Your child can take their funded early learning hours at one or two sites each day but the total hours of universal entitlement will not be more than 570 hours per year (15 hours per week for 38 weeks) and the extended entitlement is an additional 570 hours, making 1140 hours in total.

### **Reconfirming eligibility for the extended entitlement**

Once you have accepted an extended entitlement place for your child it is important that you reconfirm your eligibility for the place every three months. Her Majesty's Revenue and Customs (HMRC) will send you a reminder when you need to do this. If you lose your job whilst your child is receiving an extended entitlement place, you will be given some time to find another job before your child loses their place. This is called a grace period. You can find out about this on the Childcare Choices website or you can talk to your provider about it.

### **If my child attends a nursery class in a school, will my child automatically transfer to the main school?**

No. If your child has a place in a nursery school or class they do not automatically transfer to the main school. You will need to apply for a place at the main school along with other parents who want their child to attend the school. More information on how to do this is in the following section of this booklet starting on page 7.

For more information about early years and childcare in Slough please contact the Family Information Service on 01753 476589 or email [FIS@slough.gov.uk](mailto:FIS@slough.gov.uk).

### **Nursery schools**

There are five nursery schools in Slough and there is a link below to their websites.

- Baylis Court Nursery  
[www.bayliscourtnurseryschool.co.uk](http://www.bayliscourtnurseryschool.co.uk)
- Chalvey Early Years Centre  
[www.chaveynurseryschool.co.uk](http://www.chaveynurseryschool.co.uk)
- Cippenham Nursery School  
[www.cippenhamnurseryschool.co.uk](http://www.cippenhamnurseryschool.co.uk)
- Lea Nursery School  
[www.lea-nursery.slough.sch.uk](http://www.lea-nursery.slough.sch.uk)
- Slough Centre Nursery School  
[www.sloughcentrenursery.co.uk](http://www.sloughcentrenursery.co.uk)

## Explanation of Terms

### Admission Numbers/Planned Admission Number (PAN)

This is the minimum number of pupils that a school is required to admit up to in the normal year of entry if the school is over-subscribed. The number is calculated using a DfE (Department for Education) formula, which takes into consideration the number of pupils that can be accommodated safely into the teaching space available. Schools must offer up to the Admission Number and once reached, any further admissions would normally need to be decided by an Independent Appeals Panel.

### Common Application Form

All parents must apply for a school place using the Common Application Form (CAF). You must apply on the CAF issued by your **home Local Authority**. The CAF is also available online.

For Secondary Transfer	1 September 2017 to 31 October 2017
For Windsor Middle and Upper	1 September 2017 to 31 October 2017 (now available online)
For Reception Transfer	1 September 2017 to 15 January 2018
For Infant to Junior Transfer	1 September 2017 to 15 January 2018 Now available online at <a href="http://www.slough.gov.uk/admissions">www.slough.gov.uk/admissions</a>

The form will give parents the opportunity to state a preference for up to six schools in Secondary Transfer and up to three schools in Reception Transfer.

If you are a Slough resident and you wish to apply to any other school outside the Slough area, you must use the CAF you have received from Slough Borough Council. Other local authorities will not accept requests for application forms.

### Additional/Supplementary Forms

All parents who list their preferred schools on the local authority's CAF are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants considered under faith criteria of faith schools, for boarding schools and for selective schools.

**Supplementary forms should be returned to the school requesting the information.**

### Catchment Area

The catchment area is the geographical area served by a school. Where there is a catchment area the areas are shown on the map on pages 116-119.

If you have any queries on catchment areas please contact the Admissions and Transport Team.

**Admissions and Transport Team 01753 875728 lines open 10.00am to 5.30pm Wednesday and Friday.**

### Distance

Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the LA's computerised measuring system, with those living closer to the school receiving the higher priority.

### Equal Preference Model

Parents put their preferences on the CAF in rank order. All preferences listed by parents on the CAF are considered using the over-subscription criteria for each school regardless of where they are ranked. Where a pupil can be offered a place at more than one school on the CAF, the offer will be to the highest ranked school.

### Oversubscribed Schools

When there are more applications for places than the Schools Admission Number or the Planned Admission Number, the school is over-subscribed. Places are offered according to Slough Borough Council's or the school's admission criteria, full details of which are on pages 38-115.

### Co-ordinated Admission Scheme

All parents living in Slough apply for a school through the Co-ordinated Admissions Scheme. This scheme requires agreement of a joint admissions timetable, completion of a single application form, sharing of information between Slough and other Local Authorities, also Foundation and Voluntary Aided Schools and Academies. At the end of the process a single letter offering a place will be sent to all parents who have applied for a place.

Academies, Foundation Schools and Voluntary Aided Schools may still set and apply their own over-subscription criteria, but this will be administered within the Co-ordinated Scheme agreed by Slough Local Authority.

### Siblings

Children are considered as siblings if they have brothers or sisters including step, adopted or foster brothers or sisters living in the same family unit and attending the school at the time the child is due to start the school. \*Please note that this does **not** apply if the older brother or sister joined the school at sixth form level, or if the older child is in year 11 at the time of application.

\*Please check individual schools criteria.

### Parents/Family Members

A parent is any person who has parental responsibility for or is the legal guardian of the child.

### Strong medical or social grounds for admissions

If you want us to consider your child for a place at a school under this category (c), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons.

A panel including educational professionals (for Community and Voluntary Controlled schools) or governors (for Foundation, Voluntary Aided and Academies) will decide which children will be considered under this category before we make any allocations. **We will not consider your application if you do not provide written independent evidence as we are not able to collect evidence on your behalf.**

### Looked After Children

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority. This also includes previously looked after children who ceased to be looked after due to adoption, residence or a special guardianship order.

### Multiple Births

Places will be offered according to the over-subscription criteria for the schools requested. In the event that it is possible to offer a place to one child and not the other(s) we will work with the parents/carer to find the best solution for them and their children. In most cases the place would be allocated using **Random Allocation**.

### At what age must my child start school?

<b>Fifth Birthday</b>	<b>Your child must start school no later than:</b>
1 September 2017 - 31 December 2017	The start of the Spring term 2018
1 January 2018 - 31 March 2018	The start of the Summer term 2018
1 April 2018 - 31 August 2018	The start of the Autumn term 2018
1 September 2018 - 31 December 2018	The start of the Spring term 2019
1 January 2019 - 31 March 2019	The start of the Summer term 2019
1 April 2019 - 31 August 2019	The start of the Autumn term 2019

### What types of primary schools are there in Slough?

There are 30 primary, infant and junior schools in Slough. Of these four are Community schools, four are Voluntary Aided, two are Foundation, one is Voluntary Controlled, 17 are Academies and three Free schools. The five Community schools and the two Voluntary Controlled schools follow Slough Borough Council's admission policy. The Governors of Foundation and Voluntary Aided schools are responsible for their admission policy. Free schools and Academies admission policies are set by their Trust.

In Slough your child will attend a primary school between the ages of four or five to eleven or an infant school from four or five to seven and a junior school from seven to eleven. Infant and junior schools are often located on the same site but have different head teachers and governing bodies. All schools admit boys and girls (co-educational).

### Admissions Arrangements

The Admissions and Transport Team deal with admissions to Reception on behalf of Slough Borough Council.

Before you decide on your preferences, it is important that you take into consideration some changes that have been made to the admissions arrangements.

- There are some changes to the admissions criteria for some schools. Please see pages 38 to 115 for the up to date admissions policies.
- There is a co-ordinated admissions scheme. This scheme includes a joint admissions timetable, the completion of one single application form, sharing of information between the Local Authority (LA) and schools, and other LAs, at the end of the process, and a single letter offering a place. Foundation and VA schools are all part of the LA co-ordinated admissions scheme but will use their own over-subscription criteria for each application. (See page 38 to 115 for VA and Foundation schools' admissions criteria).
- Parents will be asked to express a preference by completing a Common Application Form (CAF). Parents and carers can list the names of up to three schools that they are interested in and give reasons for each preference listed.

When completing the form please consider the points below carefully:

- It is important that you state three preferences so that we know which schools you are interested in.
- If you put the same school more than once it does not increase your chances of securing a place at that school.
- You do not have a right to choose which school your child will go to. You only have **a right to express a preference for a school**. We will try as far as reasonably possible to satisfy that preference but this will depend on the demand for a place at that school. If the school is over-subscribed, the admissions criteria listed on pages 38 to 115 will be used to work out which pupils will be offered places.
- All schools in Slough have an equal - preference system for admissions. This means that they consider all applications equally against their admissions criteria and, for example, an application from a parent who has given a school as their third ranked preference is treated initially in the same way as an application where the school is shown as the first preference. Schools that rank their own applications are not told by the LA what position they are placed on the CAF.

- If your child meets the admission criteria for more than one school, we will look at your ranked order of preference and we will offer you a place at the school that you have shown as the highest ranked preference.
- This process has made applying for a school place easier for parents. In the past, some children have been offered places at several schools, where parents were able to make multiple applications, whilst at the same time other children have had to wait for a place to become available. The co-ordinated system will take away this uncertainty.
- **The CAF is available from the Admissions and Transport Team and from schools and nurseries. The form must be completed and returned to the Admissions and Transport Team by the closing date of 15 January 2018. Alternatively the CAF can be returned to the nursery school who will forward it to the Admissions and Transport Team after they have seen your child's birth certificate and proof of address.**

### When should I apply for a place for my child?

If your child will reach the age of five between 1 September 2017 and 31 August 2018, you must complete a CAF to apply for a place at any school. The CAF is to apply for a place in Reception only. If you are applying for a place in junior school or any other year group, please contact the admissions team for the appropriate form.

Details of how to complete the CAF are set out on page 9. Once the closing date is reached the Admissions and Transport Team, together with the Governing Bodies of the Foundation Schools and Voluntary Aided schools and Academies in Slough will begin to process the applications. We will send you an offer letter letting you know the outcome of your application.

## You can apply online

The online system opens for Reception application from 1 September 2017 and closes at midnight on the 15 January 2018.

Important dates to remember	
Closing date for online and paper applications:	15 January 2018
Parents informed of decision by letter sent on:	16 April 2018
Parents accept or decline place by:	27 April 2018
Closing date for Community and Voluntary Controlled school appeals:	18 May 2018
Closing date for Foundation and Voluntary Aided school appeals:	18 May 2018

## How do I apply?

Parents generally prefer their children to attend a school close to home especially when they are young. Most schools serve a catchment area. For Community, Voluntary Controlled schools and Foundation schools and Academies the approximate areas are shown on pages 116-119 of this booklet. If you are unsure about which school is the catchment school for your home address, the Admissions and Transport Team will be able to help you.

## The Common Application Form (CAF)

All applications for a place in Reception must be made on a CAF. Forms are available from the Admissions and Transport Team, from the schools and nurseries. Completed forms must be returned to either the school, nursery or the Admissions and Transport Team by the closing date of **15 January 2018**.

The CAF is made up of three sections. It is important that you complete all sections.

The first section requests some personal details about your child and contact details for you as parents and guardian/carers. Some of the information given in this section will need to be verified by the Admissions and Transport Team before your application can proceed. This particularly applies to your child's date of birth and home address. We need to know your child's date of birth to ensure that they are the correct age to start school.

You must supply a **copy of the child's birth certificate**. **PLEASE DO NOT SEND ORIGINALS IN THE POST FOR SECURITY REASONS.**

In order to verify the address, we request that you send a **copy of a current Council Tax statement**. The LA may request additional proof in certain circumstances. We will write to you and let you know if this is the case. Slough Borough Council reserves the right to withdraw the offer of a place if false or deliberately misleading information is given and a place is offered on the basis of that information.

The second section asks you to list all the schools that you are interested in applying to, in the order that you would like to be offered. This section will also ask you to tell us about other children you may have in the school you are applying for. You must also tell us if your child has a Statement of Special Educational Needs or if they are Looked After (in the care of the Local Authority).

If you are applying to a particular school because of **strong social or strong medical grounds**, these reasons must have supporting evidence from the relevant professional, i.e. Doctor or Social Worker; this will also need to be given in by the closing date of **15 January 2018**.

The third section asks you to sign and date your application. The Admissions and Transport Team is available to give advice to parents.

**Tel: 01753 875728 opening times 10.00am to 5.30pm Wednesday and Friday**  
**Email: [admissionshelpline@slough.gov.uk](mailto:admissionshelpline@slough.gov.uk)**  
**Visitors to MyCouncil, High Street, Slough on Tuesday and Thursday 10.00am to 5.30pm**

## Key to the school list

**C** Community, **CE** Church of England, **F** Foundation, **NOR** Number on roll (Jan 2017 Excluding Nursery),  
**PTP** Part Time Places, **RC** Roman Catholic, **PAN** Published Admission Number, **VA** Voluntary Aided,  
**VC** Voluntary Controlled, **A** Academy.

SCHOOL	TYPE	NOR	PAN	ADDRESS	TELEPHONE	NAME
CASTLEVIEW Primary (Nursery Class)	A	610	60 52ptp	Woodstock Avenue, Slough SL3 7LJ	01753 810615 email: mail@castleview.slough.sch.uk	Mrs Clare Beynon
CIPPENHAM Infant	A	270	90	Dennis Way, Slough, SL1 5JP	01628 604732 email: post@cippenhaminfantschool.co.uk	Mrs S Holding Mrs C Lodge Co-headship
CIPPENHAM Primary	A	820	60 180 year 3	Elmshott Lane, Slough, SL1 5RB	01628 604665 email: office@cippenham-pri.slough.sch.uk	Mrs Nicky Willis
CLAYCOTS Primary (Nursery Class) Britwell	C	944	120 104ptp	Monksfield Way Slough, SL2 1QX	01753 521215 email: britwell.office@claycots.slough.sch.uk	Mr G Morris Executive Head Mrs R Whitlock Associate Head
CLAYCOTS Primary (Nursery Class) Town Hall	C	768	120 78ptp	Bath Road, Slough, SL1 3UQ	01753 531415 email: townhall.office@claycots.slough.sch.uk	Mr G Morris Executive Head Ms A Higginbotham Associate Head
COLNBROOK CE Primary School (Nursery Class) A member of Slough and East Berkshire Co	A	184	30 52ptp	High Street, Colnbrook, Slough, SL3 0JZ	01753 683661 email: mail@colnbrookprimary.com	Mrs Susan Marsh Headteacher
FOXBOROUGH Primary (Nursery Class) Resource Base	A	384	30 52ptp	Common Road, Langley, Slough, SL3 8TX	01753 546376 email: post@foxboroughprimary.co.uk	Miss N Bulpett Head of School
GODOLPHIN Infant	A	360	120	Warrington Avenue, Slough, SL1 3BQ	01753 521888 email: post@goldolphin-inf.slough.sch.uk	Mr K Oakley Headteacher
GODOLPHIN Junior	A	480	90	Oatlands Drive, Slough, SL1 3HS	01753 521481 email: gjaooffice@theparkfederation.org	Ms A Probert Executive Principal
GROVE ACADEMY All-through primary and secondary	A	0	90	Temporary Site Wellington Street, Slough, SL1 1YG	office@groveacademy.co.uk	Ms Andrea Fricker Principal
HOLY FAMILY Catholic Primary School (Nursery Class)	VA	429	60 52ptp	High Street, Langley, Slough, SL3 8NF	01753 541442 email: school.admin@holyfamilycatholicschool.org.uk	Mrs Sara Benn
IQRA SLOUGH ISLAMIC PRIMARY SCHOOL	VA	626	90	Fernside, off Wexham Road, Slough SL2 5FF	01753 520018 Admissions email: pdawes@iqra.slough.sch.uk	Mr G Thomas Executive Headteacher
JAMES ELLIMAN Academy (Nursery Class)	A	725	120 104ptp	Elliman Avenue, Slough, SL2 5BA	01753 810686 email: jeaoffice@theparkfederation.org	Miss S Rasheed Principle

<b>KHALSA</b> Primary school (Nursery Class)	VA	472	60 52ptp	Wexham Road, Slough SL2 5QR	01753 823501 email: office@kpsslough.com	Mr Raminder Singh Vig Headteacher
<b>LANGLEY HALL PRIMARY ACADEMY</b>	A	728	104	Lower School St Mary's Road, Langley Slough SL3 6BZ Upper School (main site) Station Road, Langley Slough SL3 8GW	01753 580516 email: info@lhpa.co.uk	Mrs S Eaton Executive Head
<b>LYNCH HILL SCHOOL</b> Primary Academy  (Nursery Class)	A	960	120 120ptp	Garrard Road, Slough, SL2 2AN	01753 524170 web: www.lhsprimaryacademy.org.uk email: office@lhspa.org.uk	Mrs G Coffey OBE Executive Head
<b>MARISH PRIMARY SCHOOL</b> A Marish Academy Trust School (Nursery class)	A	806	90 104ptp	Swabey Road, Slough, SL3 8NZ	01753 819900 email: post@marishandwillow.co.uk	Mrs H G Denham Executive Head
<b>MONTEM</b> Academy (Nursery Class)	A	803	120 78ptp	Chalvey Grove, Slough, SL1 2TE	Tel: 01753 528050 email: maoffice@theparkfederation.org	Ms Ann Probert Principal
<b>OUR LADY OF PEACE</b> Catholic Primary and Nursery	VA	690	90 60ptp	Derwent Drive, Slough, SL1 6HW	01628 661886 email: post@olopprimary.co.uk	Mrs Jean O'Keeffe
<b>PARLAUNT PARK</b> Primary (Nursery Class)	A	669	90 52ptp	Kennett Road, Slough, SL3 8EQ	01753 542269 email: post@parlaunt.slough.sch.uk	Mrs Polly Bennett
<b>PENN WOOD</b> Primary (Nursery Class)	C	660	90 104ptp	Penn Road, Slough, SL2 1PH	01753 521811 email: enquiries@pennwood.slough.sch.uk	Mrs Jane Girle
<b>PIPPINS</b> Primary (Nursery Class)	F	210	27 26ptp	Raymond Close, Rodney Way, Colnbrook, Slough, SL3 0PR	01753 682937 email: office@pippins.slough.sch.uk	Mrs Tracy Ball
<b>PRIORY</b> Primary (Nursery Class)	F	787	120 35ptp	Orchard Avenue, Slough, SL1 6HE	01628 600300 email: office@priorschool.com	Mrs J Laver
<b>RYVERS</b> Primary (Nursery Class)	A	716	90 78ptp	Trelawney Avenue, Slough, SL3 7TS	01753 544474 email: office@ryvers.slough.sch.uk	Miss A Fell
<b>ST. ANTHONY'S</b> Catholic Primary School and Nursery	VA	570	90 60ptp	Farnham Road, Slough, SL2 3AA	01753 645828 email: post@stanthonys.slough.sch.uk	Mrs Deborah Rainer Interim Headteacher
<b>ST. ETHELBERT'S</b> Catholic Primary School and Nursery	A	420	60 52ptp	Wexham Road, Slough, SL2 5QR	01753 522048 email: post@stethelberts.slough.sch.uk	Mrs Fiona Maynard Headteacher
<b>ST. MARY'S CE</b> Primary (Nursery Class)	VC	537	90 52ptp	Yew Tree Road, Slough, SL1 2AR	01753 534791 email: post@stmarys.slough.sch.uk	Mrs R Cross
<b>THE LANGLEY ACADEMY PRIMARY</b> (Nursery Class)	A	315	90 78ptp	Langley Road, Slough, SL3 7EF	01753 214450 email: admissions@langleyacademyprimary.org	Mrs Tracey Bowen

<b>WESTERN HOUSE ACADEMY</b> (Nursery Class)	A	615	90 90ptp	Richards Way, Cippenham, Slough SL1 5TJ	01753 526326 email: whaoffice@the	Mrs C Snowden Principal parkfederation.org
<b>WEXHAM COURT</b> Primary (Nursery Class)	C	708	90 78ptp	Church Lane, Wexham, Slough, SL3 6LU	01753 524989 01753 524533 email: mail@wexham	Miss Navroop Mehat Headteacher primary.com
<b>WILLOW PRIMARY SCHOOL</b> A Marish Academy Trust School (Nursery class)	A	509	60 52ptp	Fernside, Slough, SL2 5FF	01753 551854 Fax 01753 574388 email: officewillow@marishandwillow.co.uk	Mrs H G Denham Executive Head

## Primary School - Allocation Process September 2017

School	Number of applications	Allocation information
Castlevew Primary School	283	SEN, LAC all timely sibling applications and some catchment to a distance of 0.200 allocated.
Cippenham Infant	239	SEN, LAC all timely sibling, catchment and some all other to a distance of 1.224 allocated.
Cippenham Primary	252	SEN, LAC all timely sibling, catchment and some all other to a distance of 0.473 allocated.
Claycots School Monksfield Way	245	All timely applications allocated.
Claycots School Bath Road	317	SEN, LAC all timely sibling, catchment and some all other to a distance of 0.407 allocated.
Colnbrook CE School	59	SEN, LAC all timely sibling and catchment to a distance of 0.337 allocated.
Foxborough Primary School	56	All timely applications allocated.
Godolphin Infant School	186	All timely applications allocated.
Godolphin Junior School	117	All timely applications allocated.
Grove Academy	42	All requests were allocated.
Holy Family Catholic Primary School	142	Please contact the school for details on admissions allocation process.
Iqra Slough Islamic Primary School	234	SEN, LAC all timely sibling, and some by distance to 0.952 allocated.
James Elliman Academy	205	All timely applications allocated.
Khalsa Primary School	151	SEN, LAC all timely siblings, allocation is according to the ranking on the Religious Questionnaire (RQ). Contact school for details.
Langley Hall Primary Academy	213	All timely applications allocated.
Lynch Hill School Primary Academy	230	SEN, LAC all timely sibling, catchment and some all other to a distance of 1.284 allocated.
Marish Primary School	180	All timely applications allocated.
Montem Academy	207	All timely applications allocated.

Our Lady of Peace Primary School	170	SEN, LAC all timely sibling, catchment and some all other religion to a distance of 1.224 allocated: Religious forms required.
Parlaunt Park Primary Academy	165	All timely applications allocated.
Penn Wood Primary	171	All timely applications allocated.
Pippins Primary	50	SEN, LAC all timely sibling, catchment and some all other to a distance of 0.586 allocated.
Priory Primary	203	All timely applications allocated.
Ryvers	235	SEN, LAC all timely sibling, catchment and some all other to a distance of 0.855 allocated.
St Anthony's Catholic Primary School	134	All timely applications allocated.
St Ethelbert's Catholic Primary School	122	All timely applications allocated.
St Mary's CE Primary School	220	SEN, LAC all timely sibling, catchment and some all other to a distance of 0.703 allocated.
The Langley Academy Primary	249	SEN, LAC all timely sibling, catchment and some all other to a distance of 0.903 allocated.
Western House Academy	1620	All timely applications allocated.
Wexham Court Primary School	181	All timely applications allocated.
Willow Primary School	180	SEN, LAC all timely sibling, catchment and some all other to a distance of 0.477 allocated.

### Is there a limit to the number of children admitted to infant classes?

Yes. The law says that Key Stage 1 pupils (Reception, year 1 and year 2 age 4 to 7) should be in classes of no more than 30, schools can refuse to take a child in if that child will bring the number to over 30 in a class. You still have the right to appeal, however, you should be aware **that the law strictly limits the powers of appeal panels to uphold appeals at Key Stage 1.**

### Will my child go on a waiting list if they are not offered a place?

If you have not been allocated your highest preference you will automatically be added to the waiting list for all your higher preferences. Waiting lists are passed over to the schools to maintain at the beginning of the Summer.

### Can I defer my child's entry to school?

If your child has not reached compulsory school age, you can request that the date your child is admitted to school is deferred until later in the same school year or until your child reaches compulsory school age in that school year and, you can request that your child takes up the place part-time until the child reaches compulsory school age. You would not be allowed to defer entry beyond the beginning of the term after your child's fifth birthday, nor beyond the academic year for which the original application was accepted.

If you wish to defer beyond these dates, the place will be not be held for your child and a new application will have to be made for the school.

### Delayed Entry for Summer Born Children

Delayed entry to school is where a parent holds back their child from joining the correct year group for their age so that they start school a year later than they are due to, into the Reception class. Whilst you are considering delayed entry, you are still advised to submit an application for a school place for the September following your child's fourth birthday. You can always withdraw your application or decline the offer if it is agreed that your child should be held back a year.

If the admission authority for the school agrees that your child should have a delayed start to Reception this does not mean that a place will be held for your child at your preferred school until the following year; it means that you will be able to apply again for a place in Reception a year later. Your child may or may not be allocated a place at your preferred school.

If you have decided that you want to request delayed entry you should contact the Admissions Team in the first instance who will advise you on the next stages in the process. You can email in your request [admissionshelpline@slough.gov.uk](mailto:admissionshelpline@slough.gov.uk) or you can write to Admissions & Transport Team St Martins Place, 51 Bath Road, Slough, SL1 3UF. In all cases please include your child's name, date of birth, address and current nursery and any information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; include whether they have previously been educated outside of their normal age group; and whether they may have fallen into a lower age group if it were not for being born prematurely.

We will discuss your request with the schools concerns and take their view into consideration.

### Will my child transfer from infant to junior school automatically?

No. You will need to complete an in-year application form.

### Applications to other year groups and Junior Schools

- 1 **Application to reception** - complete a CAF or apply online. Applications can be made from 1 September 2017 until 15 January 2018. You must include any schools outside of Slough Borough Council that you are applying for.
- 2 **Application from infant to junior** - Complete online at [www.slough.gov.uk/admissions](http://www.slough.gov.uk/admissions). The online portal opens from 1 September 2017 and close 15 January 2018. You must include any schools outside of Slough Borough Council that you are applying for. Please check schools are part of this phased transfer. Not all primary schools have an additional Year 3 intake.
- 3 **Application for all other primary year groups** - complete a lilac in-year primary transfer form. Applications are processed throughout the academic year.

### At what age does my child start secondary school?

In Slough children transfer school when they are eleven. If your child is eleven between 1 September 2017 and 31 August 2018 they will start secondary school in September 2018.

## Allocation details for September 2016

NAME	TYPE	GENDER	PAN 2017	NUMBER OF APPLICATIONS 2016	INFORMATION ON 2017 ENTRY ALLOCATION
Baylis Court	Academy	Girls	160	490	Please contact the school for details of 2017 allocation.
Beechwood School	Community	Boys and Girls	150	365	Catchment, sibling feeder link to a distance of <b>1.955m</b> . Late applications added to waiting list.
Ditton Park Academy	Academy/ Free School	Boys and Girls	180	897	All timely applications allocated to a distance of <b>1.239m</b>
Eden Girls' School	Academy/ Free School	Girls	100	319	Please contact the school for details of 2017 allocation.
Herschel Grammar	Academy	Boys and Girls	150	1,014	Almost all applicants that met the eligibility criteria were offered a place.
Langley Grammar School	Academy	Boys and Girls	180	1,095	Rank score cut off: <b>120</b> .
The Langley Academy	Academy	Boys and Girls	180	854	See admissions policy.
Lynch Hill Enterprise Academy	Academy/ Free School	Boys and Girls	180	445	All timely applications allocated.
St Bernard's Catholic Grammar School	Catholic Voluntary Aided Grammar School	Boys and Girls	120	738	Please contact the school for details of 2017 allocation.
St. Joseph's Catholic High School	Catholic Voluntary Aided High School	Boys and Girls	135	443	Please contact the school for details of 2017 allocation.
Slough and Eton Business and Enterprise College	Academy	Boys and Girls	180	639	All timely catchment, sibling, feeder and some distance to <b>1.342m</b> .
Upton Court Grammar	Academy	Boys and Girls	165	1,321	Rank score cut off: <b>116</b> Distance cut off: <b>6.4m</b> .
The Westgate	Academy	Boys and Girls	180	781	All timely trust schools in catchment and some catchment up to a distance of <b>1.008m</b> .
Wexham	Community School	Boys and Girls	140	443	All timely applicants allocated.

### Can I choose the school my child attends?

By law parents are allowed to indicate which school they wish their child to attend and the Local Authority (LA) has a duty to meet this request if possible, but each school has a limited number of places available. The number for each school for September 2018 is as shown on page 15. If there are more applications than there are places available then it is not possible to provide a place for all those who apply.

We will do everything possible to ensure that parents are offered a place at one of the schools ranked on their CAF, but please do consider the points below carefully.

- 1 Please ensure your application is received by the closing date of 31 October 2017.
- 2 All preferences listed on the CAF will be considered using the over-subscription criteria for each school.
- 3 If more than one school can be offered, then a place will be given at the school ranked highest on the CAF. Therefore, parents are advised to rank the schools in order of preference.

### How do I apply?

**By completing the online CAF available at [www.slough.gov.uk/admissions](http://www.slough.gov.uk/admissions). Online applications can be made from 1 September 2017.**

**Parents who live outside of Slough should get a CAF from their home authority, even if their child is attending a Slough primary school. Parents are advised to contact their home authority for a form as soon as possible or apply on their home authority's online admissions website.**

You must state on this form all the schools you wish to apply for, including Grammar schools and schools outside of the Slough area.

### Completing the form

When completing the form please consider the points below carefully:

- Where you rank each school is confidential. We will not tell any school how you have ranked them before we complete allocating all the places.

- The process works as if you have made up to six separate applications to the schools you have listed. Your chance of getting each one depends on the over-subscription criteria for the school and not on where you have ranked them on the list.
- You should rank your most preferred school highest. If you would prefer a grammar school, you should place grammar schools highest on your preference list. This will ensure that if we can offer a grammar school, it will have priority over the non-selective schools that might also be able to offer a place.
- If you rank a non-selective school higher than a grammar school, we will offer a place at that non-selective school if we can, even if your child has passed the 11+.
- Do not rank the same school more than once. It does not increase your chances.
- It is important that you consider the likelihood of obtaining a place at a school that has been over-subscribed in the past, particularly if you do not live in the catchment area of the school. **If we are unable to offer you a place at any of the schools listed as a preference we will offer a place at the nearest school with a vacancy. In the past this has not always been a Slough Borough Council maintained school.**

### Home address

The address you give on the form must be your permanent address on the closing date. You may be asked for proof of this address.

If there is a change of address after the closing date please provide proof to the LA by 15 January 2018 for secondary transfers and 1 March 2018 for reception transfers.

If proofs are received after these dates we will consider the change in our next round of allocations.

**If we offer a place at a school, and then discover that the offer was made on fraudulent or misleading information, (for example, a false claim to living in a catchment area) and this denied a place to a child with a stronger claim, we will withdraw the offer of a place. We can withdraw the offer even after your child has started at a new school.**

## Secondary transfer timetable

2017	
May and June	11+ Registration forms open/closes.
September	1 - Admissions open, applications can be made online Saturday 16 September 2017 11+ sat for all children at one of the four grammar test centres.
October	Consortium Grammar schools send 11+ results to parents 31 - Closing date for CAF; paper and online.
November to December	During November and December we will share information with other LAs, Foundation, Academies and Voluntary Aided schools regarding applications.
2018	
January to February	During January and February we will share information with other LAs, Foundation, Academies and Voluntary Aided schools regarding offers.
March	1 - National Offer Day. Email sent to all online applicants after 1pm; letters posted for non-online applicants on 1 March 2018.
April	Closing date to appeal.
May	Transfer appeal start.
April to September	All late applications and late change of preferences are processed.

### What if I change my mind about my choice of school after 31 October 2017?

**Once you have made your preferences you will not be allowed to change them without genuine reasons for doing so, for example, if you have recently moved address.**

**Any changes must be made in writing giving full reasons for the changes.**

Any request for changes to preference or rank received before 31 October 2017 will be considered as timely.

Please write to:

Admissions and Transport Team  
Slough Borough Council, St Martins Place,  
51 Bath Road, Slough, SL1 3UF

If your letter arrives after 31 October 2017, we will only consider your request after all other applications and requests, which arrived by the closing date. Online applicants can make changes anytime up to the closing date.

### Will my child go on a waiting list if they are not offered a place?

Your child's name will be held on a waiting list for Community schools and The Westgate School, which is an academy school.

Baylis Court Girls School, The Langley Academy, St. Joseph's and the Grammar School Consortium will manage their own waiting lists and notify the Admissions and Transport Team of any places offered.

Other authorities such as Buckinghamshire and Windsor and Maidenhead will have details about their schools waiting lists.

### Grammar schools

The consortium Grammar schools will let parents know the results of the 11+ test when they are available mid October 2017. This is before the closing date for the Common Application Form. If your child has met the required mark of 111 to be considered for a grammar school, you will need to rank the grammar school in order of preference on the CAF. **If your child has not met the mark and you wish to appeal against this decision you will still have to include the grammar schools on your CAF for which you wish to appeal.**

**Herschel Grammar:** Please check the admissions criteria on page 96. Herschel's intake number is 150; up to 30 places will be offered to eligible applicants with a permanent home address within 10 miles of the school who are eligible for pupil premium and 60% of the remaining places will be according to rank score and the remaining places will be by proximity - straight line distance from home to school.

**Upton Court Grammar:** Upton Court's intake number is 165; they will now admit the first 15 pupils who are currently, or have been eligible within the previous six years, for free school meals (pupil premium), the next 120 pupils by rank order in the 11+ test, and the remaining 30 by proximity - straight line distance from home to school.

**Langley Grammar:** Please check the admissions criteria on page 100. Langley Grammar's intake number is 180; if the school is over subscribed, priority will be given to applicants living in the schools admission area.

**St. Bernards RC Grammar:** Please check the schools admissions criteria on page 107. St. Bernard's intake number is 120; please ensure you complete all the Supplementary Forms (Form A and Form B), failure to do so will affect the schools ability to allocate a place to your child if they reach the qualifying mark.

### **The Langley Academy**

Applicants applying for The Langley Academy will need to sit a NFER Non Verbal Reasoning test. The Langley Academy must be named on your CAF in preference ranking order. **You will need to register to sit the test. Registration forms are available from The Langley Academy.** The Langley Academy will send full details to all applicants that register to sit the test giving details of testing procedures, dates and times. The mark from the test will be used to place your child in one of the 9 bands. There is no pass mark and all children will be placed in a band and considered for a place.

**Banding:** This is a system of over-subscription criteria in which all children applying for a place at a banding school are placed into bands based on their performance in a test or other assessment. Places are then allocated as per admissions criteria.

### **Baylis Court School**

Please check the admissions criteria on page 88 for Baylis Court School. Baylis Court's intake number is 160, the school will now admit according to their new criteria as follows: (1) Children in public care; (2) Special needs; (3) Specialist Arts College Places - 10%; (4) children of staff at the school; (5) twins and same year siblings. If the school is oversubscribed a random electronic allocation system will be used to decide which of the children should be offered the remaining places. The use of random allocation will be independently monitored.

Applicants who wish to audition for a Specialist Arts place must complete an application form, which will be available from the school and return to the school by 3pm Friday 23 September 2016. Auditions will be held at the school on Saturday 8 October 2016, applicants will be notified of the outcome before the closing date for the CAF. If your child is not successful for an Arts place they will still go into the random selection process.

## Baylis Court School



### KEY INFORMATION

11-18  
NOR (Jan'17): 901  
Planned Admission: 160  
Uniform  
Academy Girls  
Secondary School

### Address:

Gloucester Avenue  
Slough  
SL1 3AH

### Telephone:

01753 531760 Fax 01753 553719

### Email:

bayliscourt@bayliscourt.slough.sch.uk

### Website:

www.bayliscourt.slough.sch.uk

### Headteacher:

Mrs Deborah Ajose

### School hours:

Monday - Friday  
8.20am - 3.00pm  
Lunch  
1.10pm - 2.00pm

### Admissions:

If there are more applicants than spaces, a random electronic system will be used.

### Specialist Arts College Places

The school will accept up to 10% of pupils on the basis of aptitude for dance, music and/or drama. Applicants who wish to be considered under this category must submit an application form to the school by 3pm on Friday 22 September 2017. Auditions on Saturday 7 October 2017.

### Open Evening:

Wednesday 27 September 2017  
6.00pm to 8.00pm

## Beechwood School



### KEY INFORMATION

11-18  
NOR (Jan'16): 815  
Planned Admission: 150  
Uniform  
Academy School  
Co-educational Comprehensive

#### Address:

Long Readings Lane  
Slough  
SL2 1QE

#### Telephone:

01753 520473 Fax: 01753 759618

#### Email:

enquiries@beechwood.slough.sch.uk

#### Executive Headteacher:

Miss Kathleen Higgins

#### School hours:

8.40am - 3.10pm

#### Admissions:

If there are more applicants than places, places will be offered using the admissions criteria. The following schools are linked to Beechwood:

#### Feeder schools:

Claycots Primary  
Godolphin Junior  
James Elliman Primary  
Lynch Hill Primary  
Priory Primary  
Penn Wood Primary

#### Open Evening:

Thursday 21 September 2017  
6.15pm  
6.30pm Headteachers address

#### Open Morning:

Monday 25 September 2017  
Wednesday 4 October 2017  
9.10-10.45am

#### Visits:

The school welcomes visits during the school day. Please contact the school for further information.

## Ditton Park Academy



### KEY INFORMATION

11-18  
 Planned Admissions: 180  
 Uniform  
 Co-educational Secondary  
 Comprehensive Academy/Free School

#### Address:

Kings Reach  
 Slough  
 SL3 7UX

#### Telephone:

01753 537594

#### Website:

[www.dittonparkacademy.co.uk](http://www.dittonparkacademy.co.uk)

#### Email:

[office@dittonparkacademy.co.uk](mailto:office@dittonparkacademy.co.uk)

#### Principal:

Mr Nick Caulfield

#### School hours:

Please refer to Ditton Park Academy's website.

#### Open Day/Evening:

Thursday 28 September 2017  
 4pm-7pm  
 Friday 29 September 2017  
 9am-11am  
 Saturday 30 September 2017  
 10am-12 noon

Tours will be conducted on a Thursday morning at 9.30am. Please ring to arrange an appointment.

#### Admissions:

If there are more applicants than places, places will be offered using the admissions criteria.

Ditton Park Academy will have a resource base for students with complex learning needs opening in 2017. Numbers are limited to 20 in total.

## Eden Girls' School



Eden Girls

### KEY INFORMATION

11-18  
Planned Admission: 120  
Uniform  
Academy Girls Free School

**Address:**

183-187 Bath Road  
Slough  
SL1 4AA

**Telephone:**

01753 351010

**Email:**

info@edengirlsslough.tetrust.org

**Website:**

www.edengirlsslough.com

**Principal:**

Mr Karim Murcia

**School hours:**

Monday to Thursday  
8.00am-3.00pm

Friday  
8.00am-11.55am

**Admissions:**

If the school is oversubscribed, the school will admit girls in accordance with the oversubscription criteria on page 92 once all girls with a statement of special educational needs or education, health and care plan (naming the school) have been admitted.

Eden Girls' School, Slough will consider all applications equally without reference to faith.

**Open Evening:**

Wednesday 4 October 2017, 6-8pm

**Open Morning:**

Friday 6 October 2017

10.30am - 11.30am

Monday 9 October 2017

10.30am - 11.30am

Please contact the school to book a place on one of our open mornings.

**Visits:**

Please contact the school to arrange an appointment.

## Grove Academy

### KEY INFORMATION

4-18  
Planned admissions: 120  
Uniform  
Co-educational All-through  
Free School



### Address:

Temporary site 2017-2020  
Wellington Street  
Slough  
Berkshire  
SL1 1YG

Permanent site:  
Chalvey (see website for details)

### Email:

office@groveacademy.co.uk

### Website:

www.groveacademy.co.uk

### Principal:

Ms Andrea Fricker

### School hours:

Monday to Friday  
8.30am-3.30pm

### Admissions:

If there are more applicants than places, places will be offered using the admissions criteria.

Grove Academy is part of the SASH Education Trust (SASH = Slough Association of Secondary Headteachers)

Grove Academy is the first all-through school to open in Slough, offering an exciting project based curriculum from Reception to post 16. Our brand new building will be built in the Chalvey area of Slough.

### Open Day/Evening:

Friday 29 September 2017  
9am-10.30am  
Saturday 30 September 2017  
10am-12 noon  
Monday 2 October 2017  
4pm-8pm

### Visits:

Visits are welcomed. Please ring the office to arrange an appointment.

## Herschel Grammar School



### KEY INFORMATION

11-18  
NOR (Jan'17): 930  
Planned Admission: 150  
Uniform  
Academy/Leading Edge School  
Co-educational Grammar  
Technology, Science, Mathematics and Computing Specialist

**Address:**

Northampton Avenue  
Slough  
SL1 3BW

**Telephone:**

01753 520950 Fax: 01753 530984

**Email:**

mail@herschel.slough.sch.uk

**Website:**

www.herschel.slough.sch.uk

**Headteacher:**

Ms Joanne Rockall

**School hours:**

8.25am-1.05pm, 1.40pm-2.50pm

**Admissions:**

Herschel Grammar School has academy status and serves Slough and the surrounding area. Admission is subject to successful performance in the 11+ entry tests. Tests will take place on Saturday 16 September 2017. Please contact the school or visit the schools website for further information.

**Open Evening:**

Monday 18 September 2017  
5.00pm - 8.00pm.

**School Tours:**

Please see the admissions page on the school website for dates and times.

## Langley Grammar School



### KEY INFORMATION

11-18  
 NOR (Jan'17): 1,075  
 Planned Admissions: 180  
 Uniform  
 Co-educational Grammar with Academy Status  
 National Teaching School  
 National Support School

#### Address:

Reddington Drive  
 Langley  
 SL3 7QS

#### Telephone:

01753 598300

#### Email:

school@lgs.slough.sch.uk

#### Website:

www.lgs.slough.sch.uk  
 Further information and admissions details  
 are available from the school website.

#### Headteacher:

Mr John Constable BSc

#### School hours:

Monday to Friday  
 8.20am - 3.15pm  
 Lunch  
 1.10pm - 2.05pm

#### Admissions:

Langley Grammar School serves Slough and the surrounding area. Admission is subject to successful performance in the 11+ entry tests. Tests will take place on Saturday 16 September 2017.

#### Open Evenings:

Tuesday 19 September 2017,  
 4.00pm - 8.00pm

#### Open Morning:

Thursday 5 October 2017

Open morning begins promptly at 9.15am with a presentation from the Headteacher, followed by tours of the school concluding at 11.00am. It is important to attend the whole session and visitors are asked to arrive no later than 9.10am.

# The Langley Academy



### KEY INFORMATION

11-18  
NOR (Jun'17): 1,190  
Planned Admissions: 180  
250 in Sixth Form  
Uniform  
Co-educational Academy

#### Address:

The Langley Academy  
Langley Road  
Slough  
Berkshire  
SL3 7EF

#### Telephone:

01753 214440

#### Email:

admissions@langleyacademy.org

#### Website:

www.langleyacademy.org

#### Executive Principal:

Mr Rhodri Bryant

#### Headteacher:

Ms Alison Lusuardi

#### Academy hours:

Refer to the Langley Academy website.

#### Admissions:

The Academy will operate a banding system to ensure that the intake reflects all levels of ability. Children will sit an NFER test which uses non verbal reasoning. It is not an intelligence test and it does not test the child's ability in either English or Maths. There is nothing new for students to learn. **There is no pass mark for this test; it allows us to put students into ability bands. Places will be allocated as detailed in The Langley Academy admissions policy which can be viewed towards the end of this booklet in the school admissions arrangement section. Alternatively refer to the Academy website. Closing date for you to register for the test is 31 October 2017. Test will be sat at The Langley Academy on Saturday 11 November 2017.**

#### Opening Evening:

Wednesday 20 September 2017,  
4.00pm - 8.00pm

**Talks:** 4.30pm, 6.00pm and 7.15pm  
(no tours after 7.15pm talk)

#### Open Mornings:

Open morning in the following weeks will be available by appointment with Penny Davies on 01753 214485.

**You will need to register to sit the NFER non-verbal reasoning test. Registration forms available from The Langley Academy. Closing date for registration is 31 October 2017. All students will take the test at The Langley Academy site and will need to attach a recent passport photograph for student identification.**

## Lynch Hill Enterprise Academy



### KEY INFORMATION

11-18  
 NOR (June'17): 240  
 Planned Admissions: 180  
 Uniform  
 Academy Mixed  
 Secondary School  
 Enterprise and STEM School

#### Address:

Stoke Road  
 Slough  
 SL2 5AY

#### Telephone:

01753 691583

#### Email:

office@lhea.org.uk

#### Website:

www.lhea.org.uk

#### Executive Headteacher:

Mrs G Coffey OBE

#### Headteacher:

Ms Jane Everton (M.A.)

#### School hours:

Monday to Friday 8.30am-3.00pm

KS4 'core' PE will be timetabled for one hour once a week from 3pm to 4pm.

All students will be expected to participate in the broad and varied range of voluntary extra-curricular and enrichment activities. There will be academic interventions offered between 3pm and 4pm.

#### Admissions

If there are more applicants than places, the Academy will use the admissions criteria listed in the admissions policy.

#### Enterprise and STEM

The Academy develops young people for future success at university, training and for the world of work. Students will develop problem solving skills, creative thinking and leadership skills through the STEM curriculum.

#### Open Evening:

Wednesday 4 October 2017,  
 6.00-8.00pm

#### Open Morning:

The Academy welcomes visits from parents and students throughout the academic year. Should parents wish to visit the school, please contact the school office to make an appointment.

## St Bernard's Catholic Grammar School



### KEY INFORMATION

11-18  
NOR (May'17): 849  
Planned Admissions: 120  
Uniform  
Voluntary Aided Catholic School  
Co-educational Grammar

#### Address:

1 Langley Road  
Slough  
SL3 7AF

#### Telephone:

Admission: 01753 695072  
Fax: 01753 576919  
Main: 01753 527020

#### Email:

[admissions@st-bernards.slough.sch.uk](mailto:admissions@st-bernards.slough.sch.uk)

#### Website:

[www.st-bernards.slough.sch.uk](http://www.st-bernards.slough.sch.uk)

#### Headteacher:

Mr P Kassapian (MA)

#### School hours:

8.35am - 1.25pm, 2.25pm - 3.30pm

#### Admissions:

This school is a Voluntary Aided Catholic Co-Educational Grammar school. Admission is subject to successful performance in the 11+ entry tests. Priority is given to baptised Roman Catholics with a Priest's reference. Please contact the school or the school's website for a copy of the full admission's criteria.

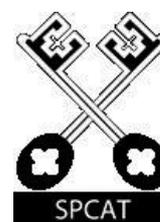
#### Open Evening:

**Information Evening - invitation for parents only**  
Wednesday 27 September 2017, 8.00pm  
**Tours of the school - invitation for parents and children**  
Tuesday 3 October 2017,  
Wednesday 4 October 2017,  
Thursday 5 October 2017,  
All tours start at 9.15am prompt.

## St Joseph's Catholic High School

### KEY INFORMATION

11-18  
 NOR (May'17): 801  
 Planned Admissions: 135  
 Uniform  
 Co-educational Academy



### Address:

Shaggy Calf Lane  
 Slough  
 SL2 5HW

### Telephone:

01753 524713 Fax: 01753 579128

### Email:

office@st-josephs.slough.sch.uk

### Website:

www.st-josephs.slough.sch.uk

### Executive Headteacher:

Mr Ciran Stapleton MA, NPQH

### Head of School:

Mrs Louise Baker

### School hours:

Monday - Friday  
 8.30am - 1.20pm, 1.55pm - 3.00pm

### Admissions:

Priority is given to baptised Roman Catholics with a Priest's reference. Please see St Joseph's full admissions policy on page 110.

### Open Evening:

Thursday 21 September 2017 6.00pm

### Visits:

Friday mornings by appointment only.  
 Please contact the admissions secretary at St. Joseph's.

## Slough and Eton Church of England Business and Enterprise College

A member of the Slough and East Berkshire C of E Multi Academy Trust (SEBMAT)



### KEY INFORMATION

11-19  
NOR (Jan'17): 1,131  
Planned Admissions: 180  
Uniform  
C of E Academy  
Co-educational Comprehensive

#### Address:

Ragstone Road  
Slough  
SL1 2PU

#### Telephone:

01753 520824 Fax: 01753 574914

#### Email:

reception@slougheton.com

#### Website:

www.slougheton.com

#### Headteacher:

Mr Peter Collins

#### School hours:

8.30am - 2.50pm  
Sixth Form to 3.40pm

#### Admissions:

If there are more applicants than places, offers will be made using the admissions criteria on page 105.

- Slough and Eton has a resource base for pupils with speech, language and communication needs and one for students with complex learning needs.
- Students are expected to stay on into our Sixth Form which offers a range of advanced levels and vocational subjects to meet the needs of the majority of students.
- All pupils and students are expected to take part in at least one extra-curricular activity every week to enhance their learning.

#### Open Evening:

Thursday 5 October 2017  
4.30pm - 7.00pm.

#### Visits:

There is a tour of the school every Thursday at 9.15am.  
Additional tours will take place for Year 6 Pupils/Parents from 9.00-10.15am on:  
Tuesday 3, Wednesday 4 and Thursday 5 October 2017  
Tuesday 10 and Wednesday 11 October 2017  
Wednesday 18 and Thursday 19 October 2017

## Upton Court Grammar School



### KEY INFORMATION

11-18  
 NOR (June'17): 1,050  
 Planned Admissions: 165  
 Uniform  
 Academy/ National Teaching School  
 Co-educational Grammar

#### Address:

Lascelles Road  
 Upton  
 Berkshire  
 SL3 7PR

#### Telephone:

01753 522892 Fax: 01753 538618

#### Email:

office@uptoncourtgrammar.org.uk

#### Website:

www.uptoncourtgrammar.org.uk

#### Executive Principal:

Mrs M M Hernández Estrada, MA

#### Head of School:

Mr M Pritchard, MA

#### School hours:

8.25am - 3.20pm Monday, Tuesday, and  
 Thursday  
 8.25am - 3.05pm Wednesday and Friday

#### Admissions:

This school serves Slough and the surrounding area. Admission is subject to successful performance in the 11+ entry tests.

Upton Court Grammar School is part of the Slough Consortium of Grammar Schools.

#### Open Evening:

Tuesday 26 September 2017,  
 4.00pm - 7.00pm

#### Open days by appointment

Tuesday 3 October 2017  
 Thursday 5 October 2017  
 Monday 9 October 2017  
 9.00am - 1.20pm

#### Visits:

Parents are welcome to visit during the school day, by appointment.

## The Westgate School



### KEY INFORMATION

11-18  
NOR (Jan'17): 959  
Planned Admissions: 240  
Uniform  
Academy  
Co-educational Secondary

**Address:**

Cippenham Lane  
Slough  
SL1 5AH

**Telephone:**

01753 521320

**Email:**

secretary@westgate.slough.sch.uk

**Website:**

www.westgate.slough.sch.uk

**Headteacher:**

Ms S Rose

**School hours:**

8.50am - 3.00pm

**Admissions:**

The Westgate has a resource for pupils with physical impairment. Numbers are limited to 15 in total.

**Open Evening:**

Monday 25 September 2017  
6.00pm - 8.30pm.

## Wexham School and Specialist Sports College



### KEY INFORMATION

11-18  
 NOR (June'17): 870  
 Planned Admissions: 165  
 Uniform  
 Community School and Specialist Sports College  
 Co-educational Comprehensive

#### Address:

Norway Drive  
 Slough  
 SL2 5QP

#### Telephone:

01753 526797 Fax: 01753 573916

#### Email:

post@wexham.slough.sch.uk

#### Headteacher:

Mr L Smith

#### School hours:

8.40am - 3.10pm

#### Admissions:

If there are more applicants than places, places will be offered using the admissions criteria.

The Wexham School also provides a number of places for pupils on the Autism Spectrum. Allocation of these places is decided by an Autism Spectrum Disorder Admissions Panel.

#### Open Evening:

Tuesday 3 October 2017,  
 5.00pm

#### Open Day:

Please call the school to book an appointment.

#### Visits:

Visitors are welcome at other times, by appointment.

### What are the dates of the school terms and holidays for 2017/2018 and 2018/2019?

Please note that not all schools follow these dates. Parents are advised to check with their child's school.

#### 2017/2018 SCHOOL YEAR

##### AUTUMN 2017

###### **Term 1**

Term starts on: Monday 4 September 2017  
Term ends on: Friday 20 October 2017  
*October Holiday: Monday 23 October 2017 to  
Friday 27 October 2017*

###### **Term 2**

Term starts on: Monday 30 October 2017  
Term ends on: Tuesday 19 December 2017  
*Christmas Holiday: Wednesday 20 December 2017 to  
Tuesday 2 January 2018*

##### SPRING 2018

###### **Term 3**

Term starts on: Wednesday 3 January 2018  
Term ends on: Friday 9 February 2018  
*February Holiday: Monday 12 February 2018 to  
Friday 16 February 2018*

###### **Term 4**

Term starts on: Monday 19 February 2018  
Term ends on: Thursday 29 March 2018  
*Spring Holiday: Friday 30 March 2018 to  
Friday 13 April 2018*

*(Good Friday - 30 March 2018; Easter Monday - 2 April 2018)*

##### SUMMER 2018

###### **Term 5**

Term starts on: Monday 16 April 2018  
Term ends on: Friday 25 May 2018  
*May Holiday: Monday 28 May 2018 to  
Friday 1 June 2018*

###### **Term 6**

Term starts on: Monday 4 June 2018  
Term ends on: Tuesday 24 July 2018

#### 2018/19 SCHOOL YEAR

##### AUTUMN 2018

###### **Term 1**

Term starts on: Monday 3 September 2018  
Term ends on: Friday 19 October 2018  
*October Holiday: Monday 22 October 2018 to  
Friday 26 October 2018*

###### **Term 2**

Term starts on: Monday 29 October 2018  
Term ends on: Wednesday 19 December 2018  
*Christmas Holiday: Thursday 20 December 2018 to  
Tuesday 1 January 2019*

##### SPRING 2019

###### **Term 3**

Term starts on: Thursday 3 January 2019  
Term ends on: Friday 15 February 2019  
*February Holiday: Monday 18 February 2019 to  
Friday 22 February 2019*

###### **Term 4**

Term starts on: Monday 25 February 2019  
Term ends on: Friday 5 April 2019  
*Spring Holiday: Monday 8 April 2019 to  
Monday 22 April 2019*

*(Good Friday - 19 April 2019; Easter Monday - 22 April 2019)*

##### SUMMER 2019

###### **Term 5**

Term starts on: Tuesday 23 April 2019  
Term ends on: Friday 24 May 2019  
*May Holiday: Monday 27 May 2019 to  
Friday 31 May 2019*

###### **Term 6**

Term starts on: Monday 3 June 2019  
Term ends on: Tuesday 23 July 2019

\*INSET Days - There are five inset (or teacher training) days to be taken during the 2017/18 and 2018/19 academic year. These five days must be taken within the 195 days given above.

### Late applications

All applications received after the set closing date will be considered as late applications and processed as follows:

- (a) Applications for selective Slough schools will be forwarded to the Grammar School for consideration.
- (b) Applications for non-selective Foundation and Community Slough schools will be processed after the offer date.
- (c) Applications for other admitting authorities will be forwarded to the authority responsible for admissions for consideration. This includes St Joseph's RC High School and The Langley Academy.

### Changes of preference

It is important that you return the CAF by the closing date. We will only consider late applications after applicants who met the deadline have been offered places. However we may consider some late applications where it can be reasonably assumed that an application could not be made by the closing date. Parents will be asked to send evidence to support the application.

You may not normally change your preferences after the closing date. If you do change your mind after you have sent in your CAF, you should let the Admissions and Transport Team know of the change **in writing**. If your changes are before the closing date we will take those changes into account when places are allocated. If your request for changes is after the closing date, we will only consider your request after all applications and changes that arrived on or before the closing date.

Please write to:

Admissions and Transport Team  
Slough Borough Council  
St Martins Place, 51 Bath Road  
Slough SL1 3UF

### Can I appeal against a school's decision?

Yes. If your child is not offered a place at the school you have applied to, then you can appeal against this decision. To make an appeal for a Community or Voluntary Controlled school, you will have to complete a form.

Please make sure you leave enough time to complete it and return it by the deadline. Parent's appeals are considered by panels that are independent of the school and the Local Authority. Please contact the number below for a form.

#### Democratic Services Section 01753 875015.

If you decide to appeal for place in Reception, year 1 or year 2, please consider that if there are already 30 in the class the law has put limits on the powers of the appeal panels. Appeals for these year groups can ONLY be upheld if:

- (a) you can prove maladministration by the Local Authority which led to your child being disadvantaged when school places were offered or
- (b) If you can show that we have acted unreasonably.

For Voluntary Aided schools, Foundation schools and Academies please contact the school for details about how to appeal.

If your child has been turned down for a place in reception because there are already 30 children in the class you do still have the right of appeal, but the appeal panel can only offer a place in very specific circumstances. For more information please contact the number above.

### Can the offer of a place be withdrawn?

**Yes.** The over-subscription criteria takes into account the information that you have supplied on your CAF or online. We take this as being correct and up to date. If you give incorrect or intentionally misleading information and a place is offered on the basis of that information, Slough Borough Council may withdraw the offer of a place. If this happens you will be required to make a fresh application giving the correct details and the application will be processed with the new information.

### School exclusions

Your child could be excluded from school on either a temporary (fixed term) or permanent basis. If you have concerns about this please contact the Education Access Officer on 01753 787684 for advice.

### Applying for a school place after the normal time of admission.

If you have recently arrived in Slough and wish to apply for a non-selective school, you must complete a Casual admissions application form. These forms are available from the Admissions and Transport Team at St Martins Place. Admissions to all non-selective schools in Slough are considered on a monthly basis by a Panel. If the school requested is full you still have the right to appeal, however we do advise you to consider schools where there are vacancies also.

If you want your child to move from one Slough school to another Slough school but you are not moving home, you still have the right to apply. If the school cannot take your child, you have the right to appeal. Whether or not an appeal is successful will depend on individual circumstances and why the transfer is thought necessary in the first place. If you feel there are problems in your child's current school, it is always best to try and sort the problem out rather than move your child from the school. Before we proceed with your application we will ask your child's current school for information, also, we will request that the application is signed by the head teacher or head of year to verify that the transfer has been agreed.

Applications for grammar schools are considered by the Admissions Team. Your child will still need to be tested for suitability for a grammar school.

### Applying for a place in Sixth Form

Sixth Form places in each school will be considered by the school's entry requirement. This will be the same for both external and internal candidates. Please refer to the schools own website for an application form and further information.

### Will my child be entitled to any assistance with transport?

Pupils aged 11-16 attending maintained schools are provided with a free travel pass or equivalent if:

- they live in the Borough of Slough and
- they attend their catchment or nearest school and
- they live more than 3 miles from the school

The distance will be calculated by the LA using the shortest available walking route from the child's home to the school. Catchment schools are those that serve the catchment areas as defined by the LA.

If the catchment school is full, transport may be provided to the nearest school with a place available as determined by the LA. Parents may be asked to provide evidence that they have been unsuccessful in applying for a place at their catchment school and any other schools.

### Pupils from low income families

Pupils aged 11-16 years (years 7 to 11) who live more than 2 miles from one of the 3 "nearest qualifying schools" are provided with a free travel pass or equivalent if they are:

- entitled to Free School Meals OR
- their parents are in receipt of their maximum level of Working Tax Credit.

The 2 mile limit is measured as the shortest available walking route.

Pupils aged 11 to 16 years (years 7 to 11) who live more than 2 miles but less than fifteen miles from the nearest suitable school preferred on grounds of religious belief, are provided with a free pass or equivalent if they are:

- entitled to Free School Meals OR
- their parents are in receipt of their maximum level of Working Tax Credit.

The 2 mile limit is measured as the shortest available walking route.

NB For Parents applying under this criterion - a new application needs to be submitted every school year.

Parents with children eligible for transport will be required to re-apply for transport if they move house or their child(ren) change(s) school.

### Are pupils over 16 entitled to transport?

Pupils and students without a statement of SEN, aged between 16 and 19 and in full-time further education can apply for a Student Reduced Fare Card. The card will allow students to travel on First Beeline buses and First Great Western trains on the specified journey only in the area at a reduced rate.

The card will be available free of charge to students whose parents are receiving the maximum level of Working Tax Credit, or Income Support or Income Based Job Seekers Allowance. Students will need to send in verification of parents benefits ie. tax award notice (TC602) for 2016/17 or letter from Department of Work and Pensions. Passes are limited to first come, first served.

For more information please contact Transport on 01753 875729

### School meals

Food served in school must meet high food standards so that children have healthy, balanced diets. Meals must provide high quality meat, poultry or oily fish and vegetables as well as suitable carbohydrates. Foods high in fat and/or sugar are limited.

### Is my child entitled to free school meals?

Free school meals are offered to children of families who receive:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit.

### Not claiming benefits, but have a child in Reception, Year 1 and Year 2?

There are clear advantages in pupils having a school dinner, so the Government have continued to fund universal free school meals for every child in the above year groups.

### Help yourself and your child's school - register for free school meals

Taking up free school meals has benefits for everyone:

- Children get a healthy nutritious meal
- Families entitled to free school meals could save around £400 per child per year
- Schools benefit directly by receiving additional funding, known as Pupil Premium, for every child who is eligible for free school meals. Primary schools currently receive £1,320 per eligible child and secondary schools receive £935 per eligible child.

If you think you are eligible for free school meals or wish to register for your universal infant free meal, please apply online at: [www.slough.gov.uk/schools-and-learning/free-school-meals.aspx](http://www.slough.gov.uk/schools-and-learning/free-school-meals.aspx).

### Contact details for other local authorities:

- Bucks Admissions  
Tel: 01296 383250  
Email: [admissions@buckscc.gov.uk](mailto:admissions@buckscc.gov.uk)
- Hillingdon Admissions  
Tel: 01895 556644  
Email: [admissions@hillingdon.gov.uk](mailto:admissions@hillingdon.gov.uk)
- Reading Admissions  
Tel: 01189 373777 opt 1  
Email: [admissions.team@reading.gov.uk](mailto:admissions.team@reading.gov.uk)
- Surrey County Council Admissions  
Tel: 0300 200 1004  
Email: [contact.centre@surrey.gov.uk](mailto:contact.centre@surrey.gov.uk)
- The Royal Borough of Windsor and Maidenhead  
Tel: 01628 683870  
Email: [schooladmissions@rbwm.gov.uk](mailto:schooladmissions@rbwm.gov.uk)

### For Community Schools (Primary)

Children with a **Statement of Special Educational Needs (SEN)** that names a specific school must, by law, be admitted to that school. Any request for allocation of a place to a child who is in the care of the Local Authority or provided with accommodation in that authority in accordance with Section 20 or 37 of the Children's Act 1989 (**Looked After Children**), will be considered next.

After these two requirements have been satisfied the following criteria will apply. They are set out in descending order of priority:

- (A) Children who live in the catchment area of the school (details of each of the community's school's catchment areas are on pages 96 and 98).
- (B) Children who have strong medical or social grounds for admission. These reasons must be fully supported in writing from a professional person involved in the case, such as a doctor or social worker. This must show that the school requested is the only school that the child can attend because of the medical or social needs. All documents must be submitted with the CAF or with a printed copy of the online form if completed online (See page 9).
- (C) Children who have older brother(s) or sister(s) at the school when the applicant would enter (see page 7 for definition of sibling).
- (D) Children who attend an Infant or Junior that is formally linked to the school (Godolphin Infant/Junior, Cippenham Infant/Primary).
- (E) All other applicants.

In some cases a tie-breaker will be required. If a school does not have places for all the children in one of the above criteria, priority will be given to children who fulfil more than one of the admission criteria. The greater the number of criteria fulfilled, the higher the priority. After this, the final decision will be made according to straight line distance between the home and the school. Those living nearer to the school will be given the higher priority. Straight line distance is based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's National System.

### For Claycots Town Hall

For the above school there has been some variation in their admissions criteria. Priority will still be given to children with a Statement of Educational Needs (SEN).

- (1) Looked after children
- (2) Siblings of children
- (3) Medical and social grounds
- (4) Catchment area; and
- (5) Other applicants.

### For St. Mary's CE (Voluntary Controlled primary school)

The oversubscription criteria for St Mary's has been varied so that, they appear in the order:

- (1) Looked after children
- (2) Siblings
- (3) Catchment area
- (4) Denominational
- (5) Medical and social grounds; and
- (6) Other applicants.

### Other Primary Schools

The Governors of Foundation Schools are responsible for setting their admissions criteria. The LA administers the offer to Reception places on their behalf. If you require more detailed information you must contact the school concerned for their prospectus.

### Castleview School

- The school's standard admission number is 60.
- The Policy limits the number of pupil admissions in Early Years [Reception to Year 2] to no more than 30 pupils per class and in KS2 32 pupils per class 2 form entry in Years 3 and 4 and 3 form entry in Years 5 and 6
- Children will be admitted without reference to aptitude or ability.
- Children will be admitted into the Reception Year in the academic year of their 5th birthday [i.e. their 5th birthday is between 1st September to 31st August of the following year]

- There will be one intake into Reception Year in September each year. A parent can request that the date their child is admitted to school is deferred and that their child takes up the place part-time until the child reaches compulsory school age.
  - Applications for admission into Reception Class September 2018 must be received by the closing date specified by Slough Local Authority.
  - Applications received after the closing date will be deemed late and will be considered after those received by the due date if places are still available
  - Slough LA will hold a Priority List for all Year groups in the school. A child's name will be placed on the Priority List on a written request from a parent on completion of a Common Application Form [CAF] available on line at [www.slough.gov.uk/admissions](http://www.slough.gov.uk/admissions) or from Slough LA Admissions Tel. No. 01753 875728. If a place becomes available all names on the Priority List will be considered against our Admissions Criteria and the places allocated accordingly.
  - The school will establish arrangements for appeals against non admission which will be referred to an Independent Appeals Panel. Details of admission and appeals will be published each year.
4. Children living outside the school's catchment area and having a sibling attending the school at the closing date for application and also at the time of the child's admission to school
  5. Children who have strong medical or social grounds for admission. These reasons must be fully supported in writing from a professional person, such as a doctor or social worker, and returned with the application form. (Examples of strong compelling medical or social grounds could be the child having a chronic medical condition or a referral from Social Services).
  6. proximity of the applicant's home to the school, to those living nearest distance using Slough Borough Council's Geographical distance system.

Should there be too many applicants in a particular criteria the Governing Body will take the remaining criteria in ascending order

For example, if there are too many applicants in a criteria 2 or 3, the Governing Body will take into consideration the following criteria in order

- those who have strong medical or social grounds for admission
- proximity of applicant's home to school

### **Tie breaker**

In the event of two or more children being equally qualified for a single vacancy, the following tie breaker will apply:

Random allocation, supervised by a person or persons completely independent of the school.

Verification of the applicant's permanent residence at the time of allocation will be required before a school place can be offered. This documentation e.g. Council Tax, Utilities bill, Child Benefit, house purchase contract, Electoral Roll etc. as decided annually by the Admissions Panel. If the address is a rented property the original properly witnessed lease, signed by a solicitor, must be provided - we will not accept photocopies or downloaded agreements. The tenancy agreement must extend at least 6 months beyond the admissions date. The governors define a permanent residence to be where the family live, eat and sleep 7 days per week.

If the number of applications exceed the number of places available, priority will be given to applications in the order set out below:-

Children with a Statement of Special Education Needs, where Castleview School is named on the statement

1. Looked After Child [in LA care] or who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
2. Children having a sibling attending the school at the date of admission and living within the school's catchment area at the closing date for application and also at the time of the child's admission to school
3. Children living within the school's catchment area at the closing date for application and also at the time of the child's admission to school

DfE Code of Practice states 'an offer of a school place may be withdrawn if fraudulent or intentionally misleading application from a parent/carer is made (eg a false claim of residency in a catchment area)'. The burden of proof lies with you and your application.

### Cippenham Infant School

#### General Information

Cippenham Infant School (age range 4 to 7) is an all inclusive school and welcomes all applications. Children will be admitted to the school without reference to academic ability or aptitude.

As an academy school within The Cippenham Schools' Trust the Admissions Authority is the Trust and is responsible for deciding on admissions to the school. However, our Local Authority, Slough Borough Council (SBC), co-ordinate the arrangements for admissions to our school. Therefore, parents/carers will need to apply for places at Cippenham Infant School by completing a Common Application Form (CAF) and submitting this to Slough Borough Council in accordance with their co-ordinated admissions scheme.

Details of SBC's scheme and application forms are available from SBC's Admissions Team and are on the SBC website: [www.slough.gov.uk](http://www.slough.gov.uk). Details include the timetable for applications (including deadlines), how to express school preferences and how parents/carers will be informed of the result of their application.

#### Cippenham Nursery School parents please note:

Parents/carers wishing their child to transfer from Cippenham Nursery School to our infant school (to Reception) will also be required to complete the SBC Common Application Form and submit this to SBC in accordance with their co-ordinated admissions scheme.

The school has a Planned Admission Number (PAN) for 2018/2019 of 90 for Reception. Each class will admit up to 30 pupils.

We have a defined priority admission area (catchment area); however, there is no guarantee of a place for children living in the area. We will admit children from outside this area if there are places available.

Parent/carers will be notified in March/April each year that a place is available in Reception for the following school year.

#### Admissions Criteria

In the event of there being more applications than places, children will be admitted in the order set out below:

- a) Children with a Statement of Special Educational Needs (SEN) that names Cippenham Infant School will have priority over all other applicants.
- b) Looked after Children in the care of a Local Authority.
- c) Children who have siblings attending the school at the time the child would enter. Children are considered as sibling if they have brother(s) or sister(s) including step, adopted or foster brother(s) or sister(s) living in the same family unit and attending the school at the time the child is due to start the school.
- d) Children whose home address\* is in the school's catchment area (map available upon request). Verification of the applicant's residency will be required at the time of application.
- e) All other applications will then be prioritised by distance from home to school. Distance will be measured in a straight line from the front door of the child's home address\* to the main entrance of the school (Dennis Way, Cippenham). For parents/carers living in a block of flats the distance will be measured from the main entrance of the block of flats. Children living closer to the school receive the higher priority.

\*Where parent/carers are living apart, but have shared responsibilities for a child, as defined in the Children Act 1989, Part 1. Section 3, the home address shall be determined as the one where the child spends 3 week day nights during term time.

Proximity of the child's home, those living nearer being accorded the higher priority, will also serve to differentiate between applications within criteria a) to e) above should the need arise.

#### Late applications

Applications received after the published closing date each year will be considered to be casual applications, outside the normal intake timetable.

## In-Year Admissions and Waiting List

When a parent/carer wishes to apply for a place at Cippenham Infant School at times other than the normal admission periods and/or in year groups which are not normal admission years (i.e. for children moving into the designated area or wishing to transfer from another school) these are considered to be casual applications, outside the normal intake timetable. Casual applications must be made using SBC's Common Application Form and submitted to SBC in accordance with their co-ordinated admissions scheme. Applications will then be considered in accordance with the criteria above. A waiting list of children who have not been offered a place at Cippenham Infant School will be established and maintained by SBC who will administer places following their published process.

[www.slough.gov.uk/downloads/Primary%20In-Year%20Admissions%20Application%20Process.pdf](http://www.slough.gov.uk/downloads/Primary%20In-Year%20Admissions%20Application%20Process.pdf)

The school has a responsibility to admit any child who is the subject of a "direction" by the Local Authority or is allocated to us under the Fair Access Protocol and any such children take precedence over the waiting list.

## Appeals against Non-Admission

Parent/carers have the right to appeal to an independent panel if the school is unable to offer a place for their child. Appeals will only be heard from parent/carers who have first sought admission via SBC's co-ordinated admissions scheme and been refused. Arrangements for appeals against non-admissions which will be independent of the school and shall be heard in accordance with the Schools Admissions Appeals Code of Practice. Under this Code of Practice the school exercises its right not to consider further appeals for the same child within the same academic year. Further details are available from the school upon request.

[www.slough.gov.uk/downloads/parents-guide-school-admission-appeals.pdf](http://www.slough.gov.uk/downloads/parents-guide-school-admission-appeals.pdf)

## Equal opportunities

This policy applies to all families regardless of their gender, colour, ethnicity, ability or disability, religion or nationality.

## Cippenham Primary School (A)

### General Information

Cippenham Primary School (age range 4 to 11) is an all inclusive school and welcomes all applications. Children will be admitted to the school without reference to academic ability or aptitude.

As an academy school within the Cippenham Schools' Trust the Admissions Authority is the Trust and is responsible for deciding on admissions to the school. However, our Local Authority, Slough Borough Council (SBC), co-ordinate the arrangements for admissions to our school.

Therefore, parents/carers will need to apply for places at Cippenham Primary School by completing a Common Application Form (CAF) and submitting this to Slough Borough Council in accordance with their co-ordinated admissions scheme.

Details of SBC's scheme and application forms are available from SBC's Admissions Team and are on the SBC website: [www.slough.gov.uk](http://www.slough.gov.uk). Details include the timetable for applications (including deadlines), how to express school preferences and how parents/carers will be informed of the result of their application.

### Please note:

- Year 3: Parents/carers wishing their child to transfer from Cippenham Infant School to our primary school (to Year 3) will also be required to complete the SBC Common Application Form and submit this to SBC in accordance with their co-ordinated admissions scheme. Although, we give priority to children attending Cippenham Infant School for Year 3 places using the criteria below, we are unable to guarantee a place.

The school has a Planned Admission Number (PAN) for 2018/2019 of 60 for Reception and of 150 for Year 3. Each class will admit up to 30 pupils.

We have a defined priority admission area (catchment area); however, there is no guarantee of a place for children living in the area. We will admit children from outside this area if there are places available.

Parent/carers will be notified in March/April each year that a place is available in Reception (or Year 3, as appropriate) for the following school year.

### Admissions Criteria

In the event of there being more applications than places, children will be admitted in the order set out below:

- a) Children with a Statement of Special Educational Needs (SEN) that names Cippenham Primary School will have priority over all other applicants.
- b) Looked after Children in the care of a Local Authority.
- c) Children who have siblings attending the school at the time the child would enter. Children are considered as sibling if they have brother(s) or sister(s) including step, adopted or foster brother(s) or sister(s) living in the same family unit and attending the school at the time the child is due to start the school.
- d) Children on roll attending Cippenham Infant School prior to the admission date (Year 3 admissions only).
- e) Children whose home address\* is in the school's catchment area (map available upon request). Verification of the applicant's residency will be required at the time of application.
- f) Children of staff at the school, will be given priority in either or both of the following circumstances:
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- g) All other applications will then be prioritised by distance from home to school. Distance will be measured in a straight line from the front door of the child's home address\* to the main entrance of the school (Elmshott Lane, Cippenham). For parents/carers living in a block of flats the distance will be measured from the main entrance of the block of flats. Children living closer to the school receive the higher priority.

\*Where parent/carers are living apart, but have shared responsibilities for a child, as defined in the Children Act 1989, Part 1. Section 3, the home address shall be determined as the one where the child spends 3 week day nights during term time.

Proximity of the child's home, those living nearer being accorded the higher priority, will also serve to differentiate between applications within criteria a) to g) above should the need arise.

### Late Applications

Applications received after the published closing date each year will be considered to be casual applications, outside the normal intake timetable.

### Admissions (Casual)

When a parent/carer wishes to apply for a place at Cippenham Primary School at times other than the normal admission periods and/or in year groups which are not normal admission years (i.e. for children moving into the designated area or wishing to transfer from another school) these are considered to be casual applications, outside the normal intake timetable. Casual applications must be made using SBC's Common Application Form and submitted to SBC in accordance with their co-ordinated admissions scheme. Applications will then be considered in accordance with the criteria above.

### Waiting List

A waiting list of children who have not been offered a place at Cippenham Primary School will be established and maintained by SBC who will administer places following the published process.

The school has a responsibility to admit any child who is the subject of a "direction" by the Local Authority or is allocated to us under the Fair Access Protocol and any such children take precedence over the waiting list.

### Appeals against Non-Admission

Parent/carers have the right to appeal to an independent panel if the school is unable to offer a place for their child. Appeals will only be heard from parent/carers who have first sought admission via SBC's co-ordinated admissions scheme and been refused. Arrangements for appeals against non-admissions are independent of the school and shall be heard in accordance with the Schools Admissions Appeals Code of Practice.

The Independent School Appeals Panel of Slough Borough Council hears appeals for Cippenham Primary School. Further details are available from the SBC website and via:

[www.slough.gov.uk/downloads/parents-guide-school-admission-appeals.pdf](http://www.slough.gov.uk/downloads/parents-guide-school-admission-appeals.pdf)

## Colnbrook C. of E. Primary School Nursery Admissions Policy

Colnbrook Church of England Primary School serves a multi-cultural community and we are pleased to welcome children from all faiths and backgrounds.

All that we do is done within the context of our core Christian values which are:

Aspiration, Respect, Responsibility, Resilience, Compassion and Community.

Children are admitted to Nursery in September following their third birthday (i.e. they are three before 1st September). Places are part time for 15 hours a week.

The School has a morning session and an afternoon session, offering a maximum of 52 places.

Children will be allocated a morning or an afternoon place and whilst the School will try to meet parental preferences, the School makes the final decision regarding the available session.

If spaces are available, the School may admit children in the term after their third birthday. This is at the discretion of the School.

### Application Process

Applications must be on a Nursery Admissions form and returned to the School and they will then be placed on the waiting list.

If applications exceed the number of available places, the School will apply the following criteria.

Children with an EHCP that names Colnbrook C. of E. Primary School must be admitted to our Nursery.

Priority will be given to:

1. Looked after children (A child is looked after by a local authority if a court has granted a care order to place a child in care, or a council's children's services department has cared for the child for more than 24 hours);
2. Children of a sibling who already attends Colnbrook C. of E. Primary School at the date of admission;
3. Children living within the area;
4. Children who have strong medical or social grounds for admission (to be supported by a letter from the referring agency).
5. Date of application.

The offer of places for September will take place in the Summer term. The offer of places for January will take place in the Autumn term.

The offer of places for April will take place in the Spring term.

### Transfer to Reception at Colnbrook C. of E. Primary School

A nursery place will not guarantee a place in Reception. Places are allocated according to the criteria set out in the Schools' admission policy.

### Appeals

Parents/Carers may write to the governors if their child is not allocated a place, stating the reason and why further consideration should be made.

A panel of governors will meet with the Headteacher and the EYFS Lead to consider the appeal.

## Colnbrook C. E. Primary School

At Colnbrook Church of England Primary School we live out our Christian values by being a compassionate community, nurturing resilience, promoting responsibility, developing high aspirations in order to achieve our true potential.

These values are at the heart of everything we do here at Colnbrook Church of England Primary School. They reflect the qualities that staff and governors want the children to develop and display in all that they do.

- Having aspiration
- Demonstrating resilience
- Showing respect
- Taking responsibility
- Caring for the community
- Showing compassion

We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school.

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

### **Admission arrangements to the Reception Year in September 2018**

At our School, pupils are normally admitted at the beginning of the school year (1 September-31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2013 and 31 August 2014 may apply for them to be admitted to the Reception Year in September 2018. There are 30 places available. Our policy is not to offer admission in September 2018 to children who were born on or after 1 September 2014.

Parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may request that their child is not admitted until later in the school year 2018/19 (no later than the term after the child's fifth birthday, when she/he reaches compulsory school age). The School will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2019 and 31 August 2019 (summer born children), parents who do not wish them to start school in school year 2018-19, but to be admitted to the Reception Year in September 2019, should proceed as follows. They should apply at the usual time for a place in September 2018 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2019. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2019) for a Reception place in September 2019. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2018 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2019 for a Year 1 place in September 2019. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018 -19 Reception Year group.

Until the child reaches compulsory school age, parents may also request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the Headteacher.

Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2018 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 16 January 2018. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 17 April 2018.

### **Over-subscription criteria**

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Colnbrook Church of England Primary School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- 1 Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (See Note 2)
- 2 Families who have exceptional medical or social needs that make it essential that their child attends Colnbrook Church of England Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)
- 3 Children with a normal home address (See Note 4) in Colnbrook and Poyle and with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school (see appended catchment area map).
- 4 Children with a normal home address in Colnbrook and Poyle.

- 5 Children with a normal home address outside the Colnbrook and Poyle and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 6 Other children. Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

### All Other Admissions

Admission to the School during the school year depends on whether or not there are places available. All year groups at the school have 30 places. Applications must be made directly to the School on a form available from the School. Admissions outside the normal age group will be dealt with as indicated below.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-6 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term in advance of the desired date for entry. For example for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the School will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere.

If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer, unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof

### Admission outside normal age group

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

### Waiting Lists

The School maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The School periodically seeks confirmation that parents wish a child to be kept on the waiting list.

### Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 30 for Reception 2018-19 or the number of places (30) in other year groups.

## Fair Access

The School participates in Slough Borough Council LA's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

## Appeals

There are established arrangements for appeals against non-admission. Details are available from the School, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the School, the School does not consider any further application in the same school year (1 September - 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Parents who wish their children to attend the School are most welcome to visit. Arrangements can be made through the Admissions Officer at the school.

## Admissions in September 2017

The school received 36 applications expressing a preference for admission to the Reception Year in 2017 by the closing date in January 2017. 30 places were offered.

## Further information

Further information can be obtained from the Admissions Officer at the school; 01753 683661, email: [mail@colnbrookprimary.com](mailto:mail@colnbrookprimary.com)

### Notes

**Note 1** "Parent" is defined in law (The Education Act 1996) as either:

- Any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- Any person who has care of the child or young person. If you are in any doubt, please contact the School for advice.

**Note 2** By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

**Note 3** When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Colnbrook Church of England Primary School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

**Note 4** By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- Any legal documentation confirming residence
- The pattern of the residence
- The period of time over which the current arrangement has been in place
- Confirmation from any previous school of the contact details and home address supplied to it by the parents
- Where the child is registered with his/her GP
- Any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The School works closely with the LA to ensure that places are not obtained at the School on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the School is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the School has denied a place to a child with a stronger claim, the School will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the School.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement.

We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

**Note 5** By sibling we mean a brother or sister; half brother or sister; adopted brother or sister; step brother or sister; or the child of the parent's/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. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

**Note 6** The straight line distance used to determine proximity of the home to the school will be measured by Slough Borough Council LA's Geographical Information System as described in the Slough Borough Council LA admissions booklet.

## Foxborough Primary School

Foxborough Primary School policy and regulations for admissions are determined by the Local Education Authority in consultation with all of its schools. As required by the Education Reform Act 1988 the numbers are reviewed annually. The standard number for Foxborough Primary School has been set at 30.

1. All parents enrolling children into education and all prospective parents moving into the Local Authority area can request a booklet from the LA detailing policy and process.
2. On application to Foxborough Primary school all parents are provided with an application form.
3. Prospective parents seeking a school place for their child may visit the school by appointment.
4. Foxborough Primary school has an equal preference system for admissions, which means that all applications are considered equally against the admission criteria. The admission procedure for Foxborough Primary School is below:

If there are more applications for places than there are spaces available in both school and nursery the applications are put in order using the following criteria :

- (a) Children with a statement of Special Educational Needs (SEN) that names the school
- (b) Children who are in the care of the LA or provided with accommodation in that authority with Section 20 or 37 of the Children's Act 1989 (Looked After Children) will be considered next
- (c) Children who live in the catchment area of the school (details are available from the LA)

- (d) Children who have strong medical or social grounds for admission. These reasons must be fully supported in writing from a professional such as a doctor or social worker
- (e) Children who have older siblings at the school when the applicant would enter (including step, foster and adopted siblings living within the same family unit)
- (f) All other applicants

In the event of the school being oversubscribed, parents can appeal to an Independent Appeals Panel. Parents have 20 school days to lodge an appeal in writing from the date they were informed that there are no spaces for their child. Forms will be sent to the parent and school then has to hear the appeal within 40 school days of the closing date of receiving the forms.

### Nursery Admissions

All children, from the beginning of the term after their third birthday, and those eligible 2 year olds, from the beginning of the term after their second birthday are entitled to up to 570 hours funded early learning per year. These hours are taken as 15 hours per week, term time only (38 weeks per year), which is 3 hours per day Monday to Friday. There is no cost to the parent for funded early learning within the 570 hours described above. Any additional hours will have to be paid for.

To apply for a place in the nursery, please complete an application form and return it to Foxborough school. Alternatively please come in to school to complete the forms. You will be asked to show your child's birth certificate or passport to confirm their date of birth.

Places in our nursery can only be offered to children resident in other Local Authorities once children resident in Slough have been offered a place.

Applications can be made after the child's second birthday for possible admission in the term following the child's third birthday.

We admit children to our nursery each term providing there are spaces available. Parents may be asked to provide proof of identity and address.

Unsuccessful applicants will be considered with the next batch of applicants.

The criteria for admissions to our nursery where there are more applicants than spaces is outlined above.

### The Godolphin Infant School

#### 1. Introduction

Godolphin Infant School is an Academy and part of the Baylis Court Trust and Governing Body is the admissions authority. The Governing Body has determined to operate admissions on the same basis as that used by the Local Authority.

Godolphin Infant School operates within an equal preference scheme and welcomes all children.

The planned admission number for 2018/19 is 120.

Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002.

Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and came into force in September 2004 which was revised in February 2012.

#### 2. Aims and objectives

We seek to be an inclusive school, welcoming children from all backgrounds and abilities. All applications will be treated on merit, and in a sensitive manner.

The only restriction we place on entry is the number of spaces available. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.

We treat applications for children coming from overseas in accordance with European Union law or Home Office rules for non-European Economic Area nationals.

#### 3. Application Procedures

Our school is an Academy and it determines the admission arrangements in agreement with the local authority (LA). The Admissions Authority for our school is the LA, which publishes its entry regulations every year. Parents and carers can receive a copy of these regulations directly from the LA.

The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice.

Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the local Education Department, and should be returned by the date stipulated on that form. The school will notify parents and carers of the decision as soon as all the applications have been considered.

In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early September (i.e. when the autumn term begins.) Therefore, parents and carers who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form by the fixed end of year by the Local Authority.

Applications must be made using the Common Application Form which will be made available by the Local Authority's School Admissions Team. Applications can also be made online via the Local Authority's website [www.slough.gov.uk/admissions](http://www.slough.gov.uk/admissions)

Applications must be made direct to the Local Authority no later than 15th January 2018.

All places will be offered by the Local Authority's School Admissions Team on behalf of the Governing Body, within the primary admissions operational in the Local Authority's area on 16th April 2018.

You must apply to the authority where you live. If you are unsure, for example if you live near council boundaries, it is whichever Local Authority you pay your council tax to. You can apply for a primary school in any area, but you must apply to your home authority. If you live outside the local area, please contact your home authority to request an application.

## 4. Infant Class Size

The Education (Infant Class Sizes) (England) Regulations 1998 (SI 1998/1973) as amended by SI 2006/3409 prescribed that infant classes must not contain more than 30 pupils with a single qualified teacher. (The School Admissions (Infant Class Sizes) (England) Regulations 2012 - introduces certain exceptions relating to children of multiple births and children of UK service personnel).

## 5. Admission outside of year 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.

In addition, the parents of a summer born child may choose not to send that 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 term summer born children relates to all children born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August).

It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

## 6. Oversubscription Criteria

If your child has a Statement of Special Educational Needs that names Godolphin Infant School, then that school must give your child a place.

In the event of the school being oversubscribed the Governing Body's criterion gives priority to the following children:

### 6.1 Looked after or previously looked after children:

Prerequisite of the Education and Inspections Act 2006 and the Education (Admission of Looked After Children) (England) Regulations 2006.

A looked after child is a child who is

- (a) In the care of a local authority, or
- (b) Being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

In the case of previously looked after children, Slough admission authority may request a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

### 6.2 Medical Conditions:

Priority will be given when a child or their parent/carer has a serious medical condition. Supporting evidence will be required and this must set out the particular reasons and the level of risk to the child or family's health as to why this school is the most suitable and only school and the difficulties that would arise if the child had to attend an alternative school. If you are applying online you must send the supporting document(s) to the School Admissions Team with your child's name and date of birth clearly stated.

### 6.3 Social or welfare reasons for admission:

Where there are exceptional sensitive individual and compelling family circumstances, which are directly relevant to Godolphin Infant school these may also be considered at the time of application.

Requests for consideration within this criterion will require appropriate professional reports e.g. from a social worker, police officer or educational psychologist. The report must demonstrate exact reasons and the impact on the child or family's circumstances as to why this is the only suitable school compared to other schools available. Only exceptional reasons directly relevant to this school will be considered. The higher priority of social or welfare reason will be given to the child for the preferred school only if the submitted report unequivocally proves the circumstances and why an alternative school is unsuitable. If supporting evidence is not provided, it will not be possible to consider the application under the social and welfare criterion. All information which is submitted will be considered as being confidential.

### 6.4 Siblings:

Priority is given to children who have siblings attending Godolphin Infant school at the time of application and who will be attending at the time of admission. This includes full brothers and sisters who may not live at the same address. Stepchildren or foster children who live at the same address are also classed as siblings.

You must give full details of all siblings in the application.

### **6.5 Distance:**

The address you state on your application must be the current one at the time of application. If your address changes after you have submitted your application, you should notify the School Admissions Team immediately.

Distances are measured using the Council's Geographic Information System.

If the Local Authority is unable to determine eligibility on distance, i.e. two or more addresses are equal distance from the school; a random allocation will be carried out. In the event of a random allocation, someone independent of the Children's Services Department and of the school would supervise the process, and parents would be invited to attend.

NB. The shortest safe walking route continues to be a consideration for assisted transport purposes.

Where there are more preferences than there are places available, the Governing Body employs its oversubscription criteria to objectively determine which children should be offered a place at Godolphin Infant School.

In the event of the admission number being reached within any one of the oversubscription criteria in the order listed, the distance criteria will be used as a 'tie breaker'.

### **6.6 Children of UK service personnel (uk armed forces)**

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities must:

- a) Allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.
- b) When considering the application against our oversubscription criteria. We accept a Unit postal address or quartering area address for a service child. We will not refuse a service child a place because the family does not currently live in the area, or reserve blocks of places for these children;

- c) We whole-heartedly support the Government's commitment to removing disadvantage for service children.

### **7 Late Applications**

Applications received after the published closing date will be treated as late applications.

Only in exceptional circumstances, and where appropriate evidence is provided, will those applications received after the closing date (but before offers of places have been made) be considered concurrently with those applications received on time.

The circumstances which might justify a late application include, but are not restricted to, the illness of a single parent/carer which might have reasonably impinged upon their ability to submit an application on time or where a family has just moved into the area.

### **8 Fraudulent Applications**

If it is found that a child has been allocated a place due to misleading information having been provided, for example an incorrect address, then the offer of a place may be withdrawn and the offer of an alternative school will be made by the Local Authority.

### **9 Waiting Lists**

Waiting lists will be set up in the week following the letters being sent to parents. As places become available, the child highest on the waiting list will be offered the place. This is not dependent on whether an appeal has been submitted.

The School Admissions Team will maintain the waiting list until the end of the Autumn Term.

### **10 Appeal Arrangements**

All appeals will be co-ordinated by the Democratic Services Section of Slough Borough Council on 01753 875317.

Where the Governing Body is unable to offer a place because the school is oversubscribed, parents have the right of appeal to an independent admission appeal panel, set up under the School Standards and Framework Act, 1998 as amended by the Education Act 2002.

Parents should notify as soon as possible after receiving the letter refusing a place, if they want to appeal. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. You will receive 10 school days' notice of the place and time of the hearing.

### **11 How do I submit an appeal?**

Slough Borough Council will acknowledge receipt of your appeal form within 15 working days.

If you do not hear anything within that time, please telephone 01753 875317 to check that the form has been received.

A copy of your appeal form will then be sent to the admission authority who will prepare a statement detailing how the school's admission criteria have been applied and the reasons for not offering your child a place at your preferred school.

The admission authority also supplies to the panel copies of any relevant previous correspondence, including your application form, if applicable. All this information will be circulated to you and the Panel before the hearing.

You can submit written material in support of your appeal up to the appeal date, although it would be helpful if you submit the material as early as possible.

You will receive ten school days' notice of the date and time of your appeal. You will be informed of the venue and the procedure to be followed at the appeal. You will also be sent a copy of the admission authority's statement before the hearing.

### **12 Who attends the appeal?**

You have a right to attend the hearing and it is very helpful if you can attend to put your case. A friend or another family member may also attend to support you or help you put your case. Legal representation is seldom required and you should be aware that the Panel is unable to pay any of your costs.

If you decide not to attend the hearing and do not request an alternative time or date, your appeal will be heard in your absence based on the written material you have submitted.

A representative from the admission authority, sometimes supported by the school's Head Teacher, attends to put the school's case.

The clerk to the Appeal Panel will be present throughout the hearing. The Clerk has no role in the decision making process but is an independent source of advice and takes a note of proceedings. The Chair will then ask you to put your case. You will be given as much time as you need and it is important that you tell the Panel everything that is relevant to your case. The Panel and the admission authority's representative will then ask you questions on what you have said.

IV. The Chair will give both parties the opportunity to sum up their case before being asked to leave the room.

V. The Panel will then discuss the appeal in private and come to a decision which will be recorded by the Clerk.

Appeals are timetabled and every effort is made to keep to your appointed time. Please note that there is occasionally some delay if previous appeals have taken longer than expected.

### **13 What will happen at my appeal?**

Hearings should be as informal as possible but the normal procedure is as follows:

- The chair will welcome you to the appeal, outline the procedure and introduce to you the other Panel Members, the admission authority's representative and the Clerk.
- The admission authority's representative will begin by explaining why your child has not been offered a place at your preferred school. If you or the Panel wish to ask any questions on what has been said this is the time to do so.

### **14 How is the decision made?**

The School Standards and Framework Act 1998 states that there cannot be more than 30 pupils in an infant class (Reception, Year 1 or Year 2). In most cases, the admission authority will have refused to admit your child because to do so would cause a class to breach the legal limit of 30. If yours is an infant class appeal, this will be explained in the papers circulated before the hearing. If you are unsure, contact the Clerk.

It is important to note that for this type of appeal, the powers of the Appeal Panel are extremely limited and Panel Members are only allowed to consider strict criteria as set out by the Appeals Code.

An infant class appeal may only be allowed if any of the following criteria apply:

- a) The admission of your child would not breach the legal limit
- b) The admission criteria were not lawful
- c) The admission criteria were incorrectly or impartially applied and your child would have been offered a place if they had been correctly and impartially applied.
- d) The decision to refuse was not one which a reasonable admission authority would have made in the circumstances of the case.

The threshold for finding that the decision to refuse admission was not one that was a reasonable authority would have made is high.

To find a decision 'unreasonable', the panel would consider that, given all the information available to the admission authority at the time "no sensible person who had applied his mind to the question could have arrived at it".

It is only in rare cases that an Infant Class Appeal is allowed.

### **The Godolphin Junior School Academy**

The Governors of The Godolphin Junior School form the admissions authority for The Godolphin Junior School and are committed to operating a transparent Admissions process to the school. The standard number of pupils intended to be admitted in the academic year 2016 is 120 giving a planned accommodation level of 450.

#### **How and when to apply**

If you are a resident of Slough Borough Council and you have a child whose date of birth is on or between 1 September 2009 - 31 August 2010, then you will be required to apply for a primary school place for the 2016-2017 academic year. This application needs to be made by 15 January 2016. You must only apply through Slough Borough Council if you are a Slough Borough Council resident.

If you are not a resident of Slough Borough Council you will need to apply through your Home Authority. You will still be able to apply to The Godolphin Junior School through your Home Authority.

You can apply for a school place online: here [https://capita.slough.gov.uk/ccsenterprise\\_admission\\_online\\_live/](https://capita.slough.gov.uk/ccsenterprise_admission_online_live/)

You can apply online for a Year 3 place for an entry to the School in September 2016, so long as:

- You apply between 1st December 2015 23:59 15 January 2016
- You live in Slough
- Your child was born between 1 September 2009 and 31 August 2010 In-Year Admissions

If you wish to apply for a school place during the year then you must follow the in year admissions process. Please note, there is no online process for in year admissions.

Application forms for in year admissions can be obtained from the Admissions and Access Team. You can apply directly to your preferred school if there is a vacancy. If not, please return your application form to the Admissions and Access Team. The team will help you find a school and can advise you about waiting lists and appealing.<sup>1</sup>

#### **Appeals**

<sup>1</sup> This information was taken from The Slough Borough Council website and can be found here [www.slough.gov.uk/schools-and-learning/in-year-admissions.aspx](http://www.slough.gov.uk/schools-and-learning/in-year-admissions.aspx)

Appeals for admission to the School are handled solely by Slough Borough Council. For information regarding the process please see the council website or use the below url.

[www.slough.gov.uk/schools-and-learning/school-admissions-appeals.aspx](http://www.slough.gov.uk/schools-and-learning/school-admissions-appeals.aspx)

Alternatively, please contact Democratic Services on 01753 875015.

#### **Admissions Criteria**

The criterion the school uses for admissions is as follows:

1. Children whose home address is in the designated area of the school.
2. Children who have siblings attending the school.

3. Children who have strong medical or social grounds for admission. These reasons must be fully supported in writing from a professional person, such as a doctor or social worker, and returned with the application form. Examples of strong medical or social grounds could be serious domestic and family problems or chronic medical conditions.
4. Children who have attended The Godolphin Infant School.
5. Children of staff at the school will be given priority in oversubscription criteria in either or both of the following circumstances:
  - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6. All other applicants (out of school catchment area). The following points should also be noted.
  1. In cases where insufficient places are available in the school to meet the needs of the children in a particular admissions category, admission will be decided by identifying those children whose applications fulfil more than one of the admission criteria, applied in priority order.
  2. Where application of the arrangements described in Point 1 above fails to distinguish sufficiently between the applicants, final decisions on admissions will be based on geographical proximity (according to the Geographic Information Systems) to the school.
  3. The governors will not allow any class to exceed 30, as this is the maximum size suitable for the classroom size of the school.

In over-subscription the following criteria will apply:

- Pupils with a Statement of Special Needs have priority for a place at a school where that school is named in the Statement.
- Slough Looked-After-Children are given priority for places at schools, after pupils with statements, where the school is named in the statement.

Parents should contact the Admissions Officer before the commencement of a term, where possible, concerning the availability of places, as there is usually a waiting list.

### **Waiting List**

Below are notes on how the admissions waiting list operates:

- Potential pupils are added to the list in the year-band they currently fall into.
- The distance is calculated from a pupil's house to the school in metres.
- The potential pupil on the waiting list who lives closest to the school will go to the top of the waiting list.
- The waiting list also incorporates the admissions criteria as detailed previously.
- Parents will be notified when a space becomes available.
- Each term, the Admissions Officer will write to those who are still on the waiting list, asking if they wish to remain on the list. If the answer is no, then the pupil's name will be removed from the list. Parents have to reply within one week of receipt of the letter.

## **Grove Academy**

### **1 Introduction**

Grove Academy is a local school for local children and families. It is the second school to have opened as part of The SASH Education Trust, the first school being Ditton Park Academy which opened in 2014.

Grove Academy is a state funded, co-educational, all through Academy, unique in Slough as it is an all through school, taking children from primary school age right through to 18.

Children who are admitted into the primary phase of the school i.e. Reception or any subsequent primary year, will not need to apply for a place in Year 7 when they reach the end of the primary phase but will automatically be allocated a place.

In September 2018 there will be 120 places available in Reception and 180 places available in Year 7.

Students will be admitted in to the sixth form in 2022 at the latest and consultation will take place regarding admissions arrangements for this year group prior to that, at the appropriate time.

When the school is full, the primary phase of the school will have 120 children in each year group. Years 7 to 11 will have 180 students in each year group and, eventually, the whole school will have 1,940 places including 200 sixth form places.

The Grove Academy is committed to straightforward, open, fair and transparent practices and policy in relation to Admissions. The school will act in accordance with the School Admissions Code, the School Admission Appeals Code and admissions law as they apply to Academies. We will operate in keeping with the local Fair Access Protocol and SASH Education Trust protocols.

### **2 Admission of children to reception 2018**

#### **2.1 Application Process for Reception Places**

The Planned Admission Number (PAN) for 2018/19 for Reception is 120 (four forms of entry).

The school will provide for the admission of all children in the September following their fourth birthday. Children eligible for entry to Reception in September 2018 will have been born between 1st September 2013 and 31st August 2014.

We are required to organise our infant classes in groups of 30 or fewer to a teacher.

Applications for places in Reception at the Grove Academy will be dealt with as part of Slough Borough Council's Coordinated Admissions process. The deadline for application is 12th January 2018. Copies of the Common Application Form (CAF) are available from 1st September 2017 from the School Services, Admissions and Transport Team at Slough Borough Council by telephone on 01753 875728 or online at: [www.slough.gov.uk/admissions](http://www.slough.gov.uk/admissions) where full details of the application process are also available. Application forms can also be downloaded from the Grove Academy website ([www.groveacademy.co.uk](http://www.groveacademy.co.uk)), printed, completed and posted to the School Services, Admissions and Transport Team St Martins Place, 51 Bath Road, Slough, Berks SL1 3UF

Please note that children who are admitted into the primary phase of the school, will not need to apply for a place in Year 7 when they reach the end of the primary phase but will automatically be allocated a place.

Inaccurate or false information on the form could result in the place being withdrawn.

Where a child is below compulsory school age in the September following their fourth birthday, parent/carers may request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parent/carers may further request that their child takes up the place part-time until their child reaches compulsory school age.

Parents/carers may request that their child is admitted to a year group outside their normal age range. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

Governors will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests. They will ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal. If the request is refused, the child will still be considered for admission to their normal age group.

The process for requesting such an admission is: with the application, parents/carers should request that the child is admitted to another year group, stating which one; they should give the reasons for that request and submit any evidence in support of their case, for instance from a medical practitioner. Such applications may not be possible in the first years of opening as not all age groups will be admitting children.

#### **2.2 Late Applications**

Late applications will be dealt with according to the Local Authority coordinated scheme and will be dealt with after any 'on time' applications have been processed.

#### **2.3 Appeals**

Those who are offered a place at the Grove Academy will be informed by the Local Authority; letters are posted on 16th April 2018. Parents/carers who are not offered a place through this process have a right to appeal against the decision. The Grove Academy will use an independent appeals service. Independent Appeals Panels are appointed in accordance with the Code of Practice for School Admissions Appeals and training is given to all who sit on these panels. These panels are independent of the school.

## 2.4 Parents/carers who wish to appeal should contact:

Slough Borough Council, Democratic Services  
Section on 01753 875015.

Information on the timetable for the appeals process will be posted on the school website: [www.groveacademy.co.uk](http://www.groveacademy.co.uk) and by Slough Borough Council.

Parents/carers should make sure that they leave enough time to complete the form and return it by the deadline.

The deadline for 2018 will be in line with that published by Slough Borough Council.

## 2.5 Waiting Lists

If the Grove Academy is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list managed by the Local Authority from 16th April 2018 to the 4th May 2018, and after that date by the school. If vacancies arise before the end of the autumn term, applicants will be offered places in accordance with the published oversubscription criteria. At the end of the autumn term, the waiting list will cease to operate and parents would need to make an application for an 'in year' admission, managed by Slough Borough Council, if they still want their child to be considered for a place at the school.

Whenever a new applicant is added to the waiting list, the list will be re-ordered in accordance with the oversubscription criteria.

## 2.6 Admissions Policy: Reception

The published admission number (PAN) for Reception for 2018 is 120. If there are fewer than 120 applications, all applicants will be offered a place. Places will be allocated regardless of ability.

### 2.6.1 Admissions Oversubscription Criteria

Looked After Children, children who have been previously looked after and adopted children who were formerly looked after by the Local Authority will take priority over all other applicants.

Note: "children looked after" by the Local Authority are those who are (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (See Section 22(1)) of the Children Act 1989.

Children who have an Education Health and Care Plan (formerly a statement of Special Educational Needs) which names the school must, by law, be admitted to the Grove Academy.

After these requirements have been met, places will be allocated in line with the following objective over-subscription criteria in this order:

- Children with a strong social or medical reason. This must be supported by written evidence, accepted by the school, from a professional such as a GP, hospital consultant or social worker involved in the case and must demonstrate why the school is the only one which the child can attend as a result of the social or medical need. (Examples of strong medical or social grounds could be serious domestic or family problems or the child having a chronic medical condition).
  - Siblings of children who will be attending the school in the year of admission. "Sibling" means one of two (or more) children who have one or more parent in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility.
  - Children of staff employed by the SASH Education Trust (including Grove Academy staff) who have been recruited to fill a vacant post in a demonstrable skill shortage area or who have been in post for at least two years at the time of the application.
  - Distance from the school measured by a straight line measured from the main on street entrance of the child's home (whether that be front gate or front door) to the main gate of the school using GIS software.
- (Note: for the purposes of defining the address of the child, if the child resides for part of the week with one parent and with the other for the remaining part of the week, then the address of the parent living closest to the school will be used.)
- In the case of flats or multiple-occupancy measurement will be taken from the main entrance of the building.
  - The final criteria (distance) will always be utilised in the event of a tie-breaker. If this results in a tie, places will be allocated randomly and this process overseen by an independent body other than the Grove Academy.

- Where the application of oversubscription criteria would result in splitting children with either the same birth dates or children born in the same academic year from the same family, then places will be offered even if this will result in the school going above its admission number.

### 3 In-year admissions

Applications for in-year admissions will be made on the Application Form provided by the Local Authority.

Inaccurate or false information on the form could result in the place being withdrawn.

The published Admissions Criteria will apply to applicants. If a place is available and there is no waiting list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. Whenever a new applicant is added to the waiting list, the list will be re-ordered in accordance with the oversubscription criteria.

Please note that children who are admitted into the primary phase of the school, will not need to apply for a place in Year 7 when they reach the end of the primary phase but will automatically be allocated a place.

#### 3.2 Late Applications

Late applications will be dealt with according to the Local Authority coordinated scheme and will be dealt with after any 'on time' applications have been processed.

#### 3.3 Appeals

Parents/carers who are not offered a place for an in-year application will have a right to appeal against the decision. The Grove Academy will use an independent appeals service. Independent Appeals Panels are appointed in accordance with the Code of Practice for School Admissions Appeals and training is given to all who sit on these panels. These panels are independent of the school.

### 4 Secondary phase admissions

#### 4.1 Admissions Process for Year 7 admission in 2018

The Planned Admission Number (PAN) for 2018/19 for Year 7 is 180 (six forms of entry).

Applications for places in Year 7 at the Grove Academy will be dealt with as part of Slough Borough Council's Coordinated Admissions process.

The deadline for application is 31st October 2017. Copies of the Common Application Form (CAF) are available from 1st September 2017 from the School Services, Admissions and Transport Team at Slough Borough Council by telephone on 01753 875728 or online at: [www.slough.gov.uk/admissions](http://www.slough.gov.uk/admissions) where full details of the application process are also available. Application forms can also be downloaded from the Grove Academy website ([www.groveacademy.co.uk](http://www.groveacademy.co.uk)), printed, completed and posted to the School Services, Admissions and Transport Team St Martins Place, 51 Bath Road, Slough, Berks SL1 3UF

Please note that, in future, children who were admitted into the primary phase of the school, will not need to apply for a place in Year 7 when they reach the end of the primary phase but will automatically be allocated a place – see paragraph 4.6.2 below.

Inaccurate or false information on the form could result in the place being withdrawn.

#### 4.2 Late Applications

Late applications will be dealt with according to the Local Authority coordinated scheme and will be dealt with after any 'on time' applications have been processed.

#### 4.3 Appeals

Those who are offered a place at the Grove Academy will be informed by the Local Authority; letters are posted on 1st March 2018. Parents/carers who are not offered a place through this process have a right to appeal against the decision. The Grove Academy will use an independent appeals service.

Independent Appeals Panels are appointed in accordance with the Code of Practice for School Admissions Appeals and training is given to all who sit on these panels. These panels are independent of the school.

#### 4.4 Parents/carers who wish to appeal should contact:

Slough Borough Council, Democratic Services Section on 01753 875015.

Information on the timetable for the appeals process will be posted on the school website: [www.groveacademy.co.uk](http://www.groveacademy.co.uk)

Parents/carers should make sure that they leave enough time to complete the form and return it by the deadline.

The deadline for 2018 will be in line with that published by Slough Borough Council.

## 4.5 Waiting Lists

If the Grove Academy is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list managed by the school and, should vacancies arise before the end of the autumn term, will be offered places in accordance with the published oversubscription criteria. At the end of the autumn term, the waiting list will cease to operate and parents would need to make an application for an 'in year' admission, managed by Slough Borough Council, if they still want their child to be considered for a place at the school.

Whenever a new applicant is added to the waiting list, the list will be re-ordered in accordance with the oversubscription criteria.

## 4.6 Admissions Policy: Year 7 (secondary phase)

The published admission number (PAN) for Year 7 for 2018 is 180. If there are fewer than 180 applications, all applicants will be offered a place. Places will be allocated regardless of ability.

### 4.6.1 Admissions Oversubscription Criteria

Looked After Children, children who have been previously looked after and adopted children who were formerly looked after by the Local Authority will take priority over all other applicants.

Note: "children looked after" by the Local Authority are those who are (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (See Section 22(1) of the Children Act 1989.

Children who have an Education Health and Care Plan (formerly a statement of Special Educational Needs) which names the school must, by law, be admitted to the Grove Academy.

After these requirements have been met, places will be allocated in line with the following objective over-subscription criteria in this order:

- Children with a strong social or medical reason. This must be supported by written evidence, accepted by the school, from a professional such as a GP, hospital consultant or social worker involved in the case and must demonstrate why the school is the only one which the child can attend as a result of the social or medical need.

(Examples of strong medical or social grounds could be serious domestic or family problems or the child having a chronic medical condition).

- Siblings of children who will be attending the school in the year of admission. "Sibling" means one of two (or more) children who have one or more parent in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility.
- Children of staff employed by the SASH Education Trust (including Grove Academy staff) who have been recruited to fill a vacant post in a demonstrable skill shortage area or who have been in post for at least two years at the time of the application.
- Distance from the school measured by a straight line measured from the main on street entrance of the child's home (whether that be front gate or front door) to the main gate of the school using GIS software.

(Note: for the purposes of defining the address of the child, if the child resides for part of the week with one parent and with the other for the remaining part of the week, then the address of the parent living closest to the school will be used.)

- In the case of flats or multiple-occupancy measurement will be taken from the main entrance of the building.
- The final criteria (distance) will always be utilised in the event of a tie-breaker. If this results in a tie, places will be allocated randomly and this process overseen by an independent body other than the Grove Academy.
- Where the application of oversubscription criteria would result in splitting children with either the same birth dates or children born in the same academic year from the same family, then places will be offered even if this will result in the school going above its admission number.

### 4.6.2 Moving from the Primary to the Secondary Phase

Underpinning the Admissions policy for the secondary phase of the Grove Academy is the importance of the continuity of learning from primary to secondary phase. Children's learning is enhanced and they make better progress if there is a smooth transition from Year 6 to Year 7.

The Grove Academy is an all-through school for students aged 4 -19 and as such, children who are admitted into the primary phase of the school, i.e. Reception or any subsequent primary year, will automatically continue in to Year 7 without the need for parents/carers to apply for a place.

In the future, students moving up from Year 6 of the Grove Academy will not need to apply for a place in Year 7 but will automatically be allocated a place.

The published admission number (PAN) for Year 7 will be 60 in the future (i.e. once there are pupils in Year 6). This is the number of new students who will be admitted to Year 7. These students will be in addition to those moving up from Year 6 of the Grove Academy. There will be a total of 180 places available in Year 7.

The Year 7 published admissions arrangements will include a date by which all Year 6 parents /carers will need to indicate whether or not they wish to take up their allocated place. If any do not, then additional places will be available for students not already attending the school.

Parents/carers of Grove Academy Year 6 students will, of course, be free to apply for alternative Year 7 places if they wish to, via the Local Authority coordinated scheme for Year 7 admissions.

The Admissions Policy for Post 16 (sixth form) will also be developed and consulted upon prior to the Grove Academy first admitting students in to Year 12 in 2022 at the latest.

### **The Holy Family Catholic Primary School**

Holy Family Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education is fully supported by all families in the school. All applicants are therefore expected to give their full, unreserved and positive support for the aims and ethos of the school.

The Published Admission Number (PAN) for the Reception intake at Holy Family is 60. The Governing Body has sole responsibility for admissions to this school and intends to admit 60 children in the school year which begins in September 2018. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2017 and 31st August 2018.

Whenever there are more applications than places available, priority will always be given to Catholic applicants in accordance with the criteria listed below.

In this policy applicant refers to the person making an application on behalf of a child; candidate refers to the child on whose behalf the application is being made.

#### **Oversubscription criteria**

Where there are more applications than the number of places available, places will be offered according to the following order of priority:

1. Catholic 'looked after' children and Catholic children who have been adopted or made subject to child arrangements orders or special guardianship orders.
2. Baptised Catholic children from practising Catholic families attending the Parish of Holy Family and St Augustine.
3. Baptised Catholic children from practising Catholic families who attend other Catholic parishes.
4. Other baptised Catholics.
5. Other 'looked after' children and children who have been adopted or made subject to child arrangements orders or special guardianship orders.
6. Catechumens.
7. Christians of other denominations whose application is supported by their Religious Leader.
8. Other Christians.
9. Children of other faiths whose application is supported by their Religious Leader.
10. Any other children.

In each of the above criteria applicants will be granted places in the following order:

- a) Children of Holy Family School staff
- b) Siblings
- c) Distance from school

### **Priest's reference form**

If any applicant is to be considered as a practicing Catholic completion of the School Supplementary Information Form B by a Parish priest is required. This form can be obtained from the school or the school website.

### **Multiple applications**

Where the final place is offered to a child who has other siblings applying for a place in the same school year, these siblings will also be admitted.

### **Applications in previous years**

For the past three years, during the initial allocation process, the governing body has been unable to offer places to any applicants beyond oversubscription criterion 4. However, by the time offers were sent out by the LA in April 2017 a few children in oversubscription criteria 9 were offered places.

### **Tie break**

Where the offer of places to all the applicants in any of the sub-categories listed above would still lead to oversubscription, the places up to the admission number will be offered in the following order; to children of Holy Family School staff, to siblings followed by those living nearest to the school according to straight line distance between home and the school. Straight line distance is based on the measurement system used by the Local Authority.

### **Fair access**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round, the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Local Authority and the Diocese for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

### **In-year admissions**

Applications for In-Year admissions are made directly to the school. If a place is available and there is no waiting/priority list the child will be admitted. If there is a waiting list, then applications will be ranked by the Governing Body in accordance with the oversubscription criteria. If a place cannot be offered at the time of application then you may ask the school for the reasons, you will be offered the opportunity of being placed on a waiting list and you will be informed of your right of appeal. Names are removed from the list at the end of each academic year unless a written request is received from the applicant to retain a candidate's name for the following year. When a place becomes available the Governing Body will make an offer to the candidate who most closely fulfils our criteria.

### **Reception year deferred entry**

Applicants may defer entry to school up until statutory school age i.e. the first day of term following the child's fifth birthday. Application is made in the usual way and then the deferral is requested. The place will then be held until the first day of the spring or summer term as applicable. Applicants may also request that their child attend part-time until statutory school age is reached. Entry may not be deferred beyond statutory school age or beyond the year of application. Applicants whose children have birthdays in the summer term should be aware that, if they wish to defer until the following September, they will need to apply again and that there may no longer be spaces in Year 1.

### **Summer born children**

Any application for a child to be educated out of his/her age group will be considered by governors on an individual basis and will only be granted in exceptional circumstances. Parents should write to the Chair of Governors during the autumn term in the (academic) year of application, giving reasons and compelling professional evidence.

### **Application procedure 2018-2019**

In order to make an application, you must complete a Common Application Form (CAF) from your Local Authority and return it to them. You should also complete the school's Supplementary Information Forms (SIF). The information on the SIFs (Form A and Form B) enables the Governing Body to assess your application fully against the school's criteria in the event of oversubscription.

Please return the SIFs (in person or by post) to the school (High Street, Langley, Berkshire. SL3 8NF) together with all other relevant paperwork required for your application. If you do not complete both of the forms and return them by 15th January 2018, the Governing Body will be unable to consider your application fully and your child's offer may be compromised. Applications received after the closing date will be deemed late and therefore, dealt with after the initial allocation process has been completed.

Applicants applying under criteria 2 and 3 must submit a priests' reference form (Form B) by the closing date.

The Local Authority will write to you on behalf of the Governing Body with the outcome of your application on or about 17th April 2018. This information will also be available on line. Parents/carers should accept the place by the deadline stated by their own Local Authority.

### Nursery children

Attendance at the Nursery does not guarantee a place in the Reception class. Parents of children attending Holy Family Nursery must make a new application for Reception.

### Right of appeal against non-admission to year reception

If you are unsuccessful you may ask the Governing Body for the reasons for the refusal of a place. These reasons will be related to the oversubscription criteria listed in the policy and you will have the right of appeal to an independent panel. Should you wish to appeal please read the appeal information on the website, and put your request in writing to The Clerk of the Governing Body, at the school address, by the deadline stated by Slough Local Authority. You must include your reasons for making an appeal.

### Waiting list

In addition to their right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This list will be maintained in the order of the oversubscription criteria set out in the policy and not in the order in which applications are received or added to the list. Names will be removed from the list on 31st August 2019, unless applicants request in writing to remain on the list.

### Pupils with a statement of special educational needs/education, health and care plan (EHC)

The admission of pupils with a statement of Special Educational Needs (SEN) or Education Health and Care Plan (EHC) is dealt with by a completely separate procedure, details of which are set out in the Special Educational Needs Code of Practice. If your child has a Statement of SEN or EHC plan you must contact your local authority SEN officer.

### Change of details

If any of the details on either of your forms changes between the date of application and the receipt of the letter of offer or non-admission, you must inform the School and the Local Authority immediately. If misleading information is given or evident on either of your forms, the Governing Body reserves the right to withdraw the place, even if the child has already started at the School.

#### NOTES (these notes form part of the oversubscription criteria)

**'Looked after child'** has the same meaning as in S.22 of the Children Act 1989, and means any child in the care of a Local Authority or provided with accommodation by them (e.g. children with foster parents at the time of making an application to the school).

**'Adopted'**. An adopted child is any child who has been formally adopted, having previously been in care and whose parent/guardian can give proof of this.

**'Child Arrangements Order'**. A Child Arrangements order is an order under the terms of the Children Act 1989 s.8 settling the arrangements to be made as to the person with whom the child is to live. Children 'looked after' immediately before the order is made qualify in this category.

**'Special Guardianship Order'**. A special guardianship order is an order under the terms of the Children Act 1989 s.14A appointing one or more individuals to be a child's special guardian(s). Children 'looked after' immediately before the order is made qualify in this category.

**'Parent'** means the adult or adults with legal responsibility for the child. If the sibling is in Nursery or when the older child(ren) will leave before the younger one starts.

**'Catholic'** means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a Certificate of Baptism in a Catholic church or a Certificate of Reception into the full communion of the Catholic Church.

**'Baptised Catholic'** means to have received the sacrament of baptism in a Catholic Church as evidenced by a copy of the baptismal certificate.

**'Practising Catholic'** means a Catholic child from a practising Catholic family where weekly Mass attendance is verified by a reference from a Catholic priest in the standard format laid down by the School. 'Family' includes the Catholic or Catholics who have legal responsibility for the child.

**'Staff'** Children of staff concern only those members of staff who are employed directly by the Holy Family Catholic School Governing Body and have a permanent contract. They must have been in post continuously for two years prior to the date of application of their child and who will still be in post when their child joins the school.

**'Catechumen'** means a child who is a member of the catechumenate of a Catholic Church. This will normally be evidenced by a Certificate of Reception into the Order of Catechumens.

**'Eastern Christian Church'** includes Orthodox Churches, and is normally evidenced by a Certificate of Baptism or Reception/Dedication from the authorities of that Church.

**'Christian'** for the purposes of this policy, means a member of one of the Churches in full membership with 'Churches Together in Britain and Ireland' at the time when the admission decisions are made.

**'Distance from school'** means distance as measured by a straight line, from the front door of the child's residential address (including flats) to a point at the school. Straight line distance is based on the measurement system used by the Local Authority.

## **IQRA Islamic Primary School (VA)**

### **Additional/Supplementary Forms**

All parents who list their preferred schools on the Local Authority's Common Application Form are regarded as having made valid applications. An additional or supplementary form may also have to be completed for applicants considered under faith criteria of faith schools, for boarding schools and for selective schools.

### **Parents/family members**

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings.

Where a pupil has a Statement of Special Educational Needs naming the school, the school will admit the pupil whether there are places available or not. All other applicants will be allocated according to the published Admissions Policy.

In the event of the school being oversubscribed the Governors will consider applications in the following priority order:

1. Looked after children
2. Children of Staff Members
3. Children from a Muslim background (up to 75% of the intake)
4. Children from a non-Muslim background (up to 25% of the intake)

Within categories 2 and 3 applicants will be prioritised as follows:

- (a) Children who have an older brother or sister at the school when the applicant is due to be admitted.

**Siblings:** 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

- (b) Children who have medical or social needs and whose application can be supported in writing by the relevant professional such as a social worker or GP

- (c) Children who live in the catchment area of the school, which includes all Slough wards

**Distance:** Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority

- (d) All other applicants

If places cannot be offered to all in one of the categories above then places will be offered to the applicants in that category who live closest to the school.

## **James Elliman Academy**

James Elliman Academy will comply with the Schools Admissions and Appeals Codes. James Elliman Academy will be an inclusive school with no religious faith affiliations.

### **Admissions Policy**

James Elliman Academy Council will determine the admissions criteria of James Elliman Academy. The Local Authority will administer the offer of places on its behalf.

Pupil admission numbers during the next two years

### James Elliman Academy Admission Numbers

Year Group	2016/2017	2017/2018
Reception	120	120
1	120	120
2	120	120
3	90	120
4	90	90
5	90	90
6	90	90

### James Elliman Academy Admissions Oversubscription Criteria 2016/17

If there are fewer applicants than places, all applicants will be accepted.

Where the Academy is oversubscribed, after the admission of pupils with statements of special educational needs which names the Academy, priority for admission will be given as follows:

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption residence, or a special guardianship order. As defined in the Schools Admissions Code paragraph 1.7, a 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
2. Children who suffer from a long-term medical or psychological condition, which makes it necessary for them to attend James Elliman Academy. Applications must be accompanied by medical evidence from a GP or Hospital Consultant.
3. Children who have a member of the immediate family who suffer from a long-term medical or psychological condition which makes it necessary for them to attend James Elliman Academy. Applications must be accompanied by medical evidence from a GP or Hospital Consultant.
4. Children who have a sibling living in the same household who currently attend the full time school (not the nursery) and will continue to do so on the date of admission.

A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.

5. Children living nearest the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and James Elliman Academy using a computerised mapping system. The distance will be measured from the main gate of the school to the front door of the child's home address including high rise flats.

Tie break: If two addresses are the same distance from the academy, the offering of a place will be decided by lottery.

### Waiting List

Where the Academy fills all places, a waiting list will be maintained by the Local Authority in the order of the oversubscription criteria. Where a place becomes available the Local Authority will contact the parent of the child who is at the top of the list so that an offer can be made on behalf of James Elliman Academy.

Late applications will be considered once all of the "on-time" applications have been allocated. After this, if a school place cannot be offered, they will be placed on the waiting list in order of the oversubscription criteria. Late applications cannot be placed at the bottom of the waiting list as it is considered that the child is being penalised twice and will therefore be placed on the waiting list in the same order as a timely application if a school place cannot be offered (2.14 of the Schools Admissions Code).

### In Year Application

Application for In Year Admission is to be made direct to the Local Authority.

### Appeal

Parents who are refused a school place have the right to appeal to an Independent Appeal Panel.

## Khalsa Primary School

### Introduction

KPS is a voluntary aided school. Up to 80% of the places will be allocated on the basis of Sikh faith and all remaining places will be allocated to children of other or no faith.

In the event that fewer Sikh children apply for places allocated on the basis of faith, the remaining places will be allocated to children of other or no faith in accordance with the relevant deadlines. Conversely, in the event that fewer children of other or no faith apply for available places, then the remaining places will be allocated to children of Sikh faith.

The Governing Body is the 'Admissions Authority' for the school. The Admissions Panel (on behalf of the Governing Body) makes all the decisions about admissions, the Principal is not involved.

The Governing Body applies the regulations on admissions fairly and equally to all those who wish to attend this school. All applications will be allocated in order of priority of the published criteria. The backgrounds or level of ability of a child plays no part in the admissions policy of this school.

### **PAN (planned admission number)**

The PAN for Khalsa Primary School is 60 in each year group. Each class will have up to 30 pupils.

### **Definition of a Sikh**

The Definition of a Sikh as stipulated in the Sikh Rehat Maryada (Sikh Code of Conduct and Conventions as defined by Akal Takhat Sahib, Amritsar) is:

Any human being who faithfully believes in:

1. One Immortal Being;
2. Ten Gurus, from Guru Nanak Sahib to Guru Gobind Singh Sahib;
3. The Guru Granth Sahib;
4. The utterances and teachings of the ten Gurus and
5. The baptism bequeathed by the tenth Guru, and who does not owe allegiance to any other religion, is a Sikh.

### **Definition of an Amritdhari (Baptised Sikh)**

An Amritdhari is someone who has been initiated into the Sikh faith through the Sikh baptism ceremony of "Amrit Sanchaar" and keeps all of the discipline and Rehats as stipulated to them at the time of Amrit.

Applicants will demonstrate the above by completing our SIF form which is signed by the Gurdwara Granthi (Priest) or Committee Member.

### **Admissions Procedures**

To apply for a place at KPS, parents/carers must complete the School's Application Form. Sikh applicants must also complete the Supplementary Information Form (SIF) if they wish to be considered under Priority Group A of the admissions criteria.

### **Admissions Criteria**

KPS welcomes applications from all children in the local community but the school will give priority to children that have a sibling and then Sikh children who worship regularly at Gurdwara for 80% of its places. If you apply under the faith criteria, you should fill in the supplementary information form (SIF) to show your commitment to your faith and links to your local Gurdwara.

If undersubscribed, the school will admit all applicants. If there are more applications than there are places available the school will use the following Priority Group A and B criteria, in priority order for deciding which applications to accept.

Children with an Educational, Health and Care Plan (EHCP) naming the school will be admitted before any other children are admitted. Thereafter children will be admitted in the following order:

**Priority Group A** - 80% of PAN for the year group will be admitted in the following order:

- 1) Sikh Looked After Children and previously Looked After Children
- 2) children who have a sibling that is already attending KPS in Years 1 to 6, in the academic year the applicant enters Reception class. (Sibling means a full brother or sister, a half-brother or half-sister, a stepbrother or stepsister, or an adopted or long-term fostered brother or sister living from co-habiting parents who live at the same address and going to the same school).
- 3) Sikh children whose parents demonstrate their commitment to the Sikh faith; this commitment will be assessed and places will be allocated based on the score achieved in the SIF. Priority will be given to the highest scores over those with lower scores. See below (under 'supplementary information form') for how points are allocated.

### **Tie break within Group A**

If two or more children have an equal number of points, the place will be allocated to the Sikh children who live nearest to the school measured in accordance with the definition of 'proximity' below.

When children live exactly the same distance from the school an independently supervised random allocation will be used to determine who is admitted.

If a pupil is not successful under Priority Group A they are automatically considered under Priority Group B of the admissions criteria.

**Priority Group B** - 20% of the PAN of the year group will be allocated to children without any reference to their faith and will be admitted in the following order:

- 1) Looked After Children and previously Looked After Children.
- 2) Proximity: children who live nearest to the school as measured by the definition below.

### **Tie break within Group B**

When children live exactly the same distance from the school an independently supervised random allocation will be used to determine who is admitted.

**Proximity:** Distance from home to the school will be measured by the Local Authority using the Geographical Information System (GIS). The distance from home to school is measured by the shortest walking route. The distance is measured from central point in the property to the centre of the road, along the centre of the road, to the midpoint of the school. The route is measured using public highways and lit footpaths, but excludes common land and public open spaces. It does not take into account access by public transport or any private vehicle.

**Random Allocation:** Random allocation will decide who is admitted if two applicants are tied for the final place within either group A or B and live exactly the same distance away from the school.

We will use the 'random number' facility in a spreadsheet to produce ranking. Each child involved will have an equal chance of being selected. The process will be observed by an independent party to the school.

**Children of Multiple Birth:** In both Group A and Group B in the normal admission round, if the last child to be offered a place is a twin or other multiple birth, and their sibling cannot be offered a place, we will ensure that all the children are offered a place together, even if this means exceeding our PAN.

**Proof of Address:** For any parent who, for whatever reason has more than one property, they should only refer to the property in which the child actually resides. In cases where parents are separated the child lives for periods with both, then the child's address will be that property at which, during the school year, the child for the most part resides; this will normally be determined by the address which is registered by the GP. Evidence will have to be provided. The proof of address documentation includes Council Tax, Utilities bill, Child Benefit, house purchase contract or electoral Roll. If the address is a rented property the original property witnessed lease, must be provided - we will not accept photocopies or downloaded agreements. Documentation will be required to confirm the arrangements. If this is not available, then the use of the address of the parents who receive the child benefit will be used when prioritising the applications.

All offers of a place made by the school, or on behalf of the school, will be conditional upon the receipt of proof of residence. The provision of false or misleading information may lead to the withdrawal of an offer.

### **Supplementary Information Form (SIF)**

All Sikh applicants need to demonstrate a commitment to the Sikh faith by filling in the Supplementary Information Form (SIF).

The table below shows the number of points awarded for meeting the criteria for Group

A. The SIF is marked in accordance with the criteria below. The total number of points will be used to put the applications in rank order; those with higher scores will have priority over those with lower scores.

Number of points awards to children on the frequency they attend the Gurdwara:

- |    |  |
|----|--|
| 10 | Children who go to Gurdwara two times a week |
| 8  | Children who go to Gurdwara once a week      |
| 6  | Children who go to Gurdwara monthly          |
| 4  | Children who go to Gurdwara occasionally     |

Number of points awarded to children based on the length of time they have attended the Gurdwara:

- 5 Children who have been going to the Gurdwara for 2 years or more
- 4 Children who have been going to Gurdwara for at least 1 year but less than 2
- 3 Children who have been going to Gurdwara for at least 6 months but less than 1 year
- 2 Children who have been going to the Gurdwara for under 6 months

Number of points awarded to children based on Baptised Sikh Children:

- 1 Amritdhari (Baptised Sikh) children

Sikh Parents are also strongly advised to keep a photocopy of their completed SIF, should any query arise or in any case of appeal.

For Sikh parents/legal guardians/carers who do not submit a completed SIF, in respect of their child's place, the application will only be considered under priority group B (i.e. without reference to their Sikh faith).

Any questionnaires (SIF) received after the closing date will be deemed late and will be placed on the waiting list as detailed below.

The SIF is marked objectively by the Governing Body according to the marking scheme.

SIF answers in English or Panjabi are acceptable. Support will be given to parents who require translation or a scribe but must be requested in writing.

### **Waiting List**

A waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which applications are received. The waiting list is held and re-ranked when every new application is received.

Consequently, a waiting list position can go up or down dependent upon the number of vacancies that may arise as well as the number of applications received and the criterion that is met in each case.

When a vacancy occurs at the school, the Governors will offer the place to the child in accordance with the admissions criteria. The awarding of the place will depend on whether the vacant place is Sikh or Non-Sikh. Parents/carers will be required to confirm in writing by the end of the autumn term to the school that they wish to remain on this list.

The list will be retained for the remainder of the school year. If a place cannot be offered within the academic year parents will need to apply again for the next academic year.

### **Late Request**

If we receive your application late, we will deal with it after we have dealt with the applications that we received on time.

### **Withdrawal**

DfE School Admissions Code states 'an offer of a school place may be withdrawn if fraudulent or intentionally misleading application from a parent/carer is made (e.g. a false claim of residency in a catchment area)'. The burden of proof lies with you and your application.

### **In Year Application**

This is when an application is made to move between schools outside of the usually transfer time, due to relocation or a change in circumstances. The application should be made directly to the school and will be considered under the school's admissions policy.

### **Fair Access Protocol**

KPS is committed to taking its reasonable share of children who are vulnerable and/or hard to place, as set out in Slough Borough Council's Fair Access Protocol. Such pupils take precedence over those on the waiting list.

### **Admission Appeals**

Parents who are dissatisfied with the decision of the Governing Body not to admit a child may appeal. Appeals should be made within 20 school days of receiving the decision and should be made in writing via the form available on the school website or requested from the school office so that your appeal can be heard within the statutory guidelines.

An independent appeals panel's decision is binding for all parties concerned. Details of appeal arrangements are set out in the School Admissions Appeals Code 2012.

### **Deferred entry or part-time attendance at infant and primary schools**

Children are normally admitted to schools in the September following their fourth birthday. However, a parent can defer entry or have a right for their child to attend part-time until they reach statutory school age.

Such requests must be made in writing to the school. A parent cannot defer entry until the next school year. A child reaches compulsory school age in the term following their fifth birthday and therefore by law at this time they must be attending a school. At this time the child may be a year one pupil, but must then apply for a Year 1 place via the In-Year admissions process.

### **Summer born children**

It is expected that a parent or carer will apply for a reception school place for their child in the normal admissions round. However, some parents of children born in the summer months would rather their child not start school in the relevant year group but rather go back a year. Such requests must be made in writing in the child's normal round of admissions. The school, will consider such requests and take into account the parents views; and where relevant their medical history and the views of a medical professional. We will decide each request on its individual circumstances and in the best interests of the child concerned.

### **Admission outside normal year group**

Parents may seek a place for their child outside the normal age group, e.g. if the child is gifted and talented or has experienced problems such as ill health. Parents should submit a request in writing to the school as early as possible. Designated officers from the Governing Body will make a decision based on the circumstances of each case in the best interest of the child concerned; this will include taking account of the parents' view and information about the child's academic, social and emotional development.

### **Review**

The Governing Body of KPS, as a faith school, determines its admissions criteria. This policy will be reviewed annually by the Governing Body in line with the Department for Education School Admissions Code.

## **Langley Hall Primary Academy**

Langley Hall Primary Academy is a Free School, which means that it is funded by the Government but not under Local Authority control. It is not connected in any way with Langley Academy or Langley Primary Academy which are other local schools.

The school operates from two sites: the Langley village site in Station Road for Upper School children (years 3-6) and the St Mary's Road, Langley site for Lower School children (reception classes and years 1-2).

### **How to Apply**

It is important that you make your choice to apply for a place at Langley Hall Primary Academy after you have looked at our website ([www.lhpa.co.uk](http://www.lhpa.co.uk)) and read about our vision, ethos and philosophy.

We hold Open Mornings throughout the year to give you an opportunity to look around the school and ask us questions. Open Morning dates will be posted on our website.

We believe that parents or carers should make a fully-informed decision to apply for a place at our school, as we have some very specific curriculum requirements (e.g. all children are required to learn to play at least two musical instruments and to take part in swimming lessons unless there are medical reasons for exemption). Please be aware that we will ask successful applicants to sign a home/school contract to confirm their acceptance of these requirements.

How you make an application for a place at the school, or to go on our waiting list will depend on the age of your child. As it can be confusing, we have explained the process by age group below.

To apply for a place in Years 1-6 (ages 5-11)

1. Check our website ([www.lhpa.co.uk](http://www.lhpa.co.uk)) to see if the school is right for your child.
2. Come and visit us on one of our Open Mornings.
3. If you wish your child to be admitted to a class other than in their normal year group (eg a year higher for gifted and talented or a year lower for children who have missed a lot of school for any reason) please discuss this first with the Executive Headteacher.
4. Complete an application form and RETURN IT DIRECTLY TO THE SCHOOL, marked for the attention of the Admissions Manager. Forms can be downloaded from the website or collected from the school office.
5. Your child will then be offered a place or placed on the waiting list according to our admissions and oversubscription criteria.

To apply for a place at the school in the Reception Year Group (age 4-5 only) for September 2018

For children born between 01.09.13 and 31.08.14: apply by the Slough Common Admissions Process for children entering Reception classes in the September after their 4th birthday, as described below.

Children born between 01.04.2014 and 31.08.2014 (“summer-born”) can, if parents prefer, request admission to reception in September 2018: they should apply through the same admissions process as for 2017 entrants, after notifying both Slough Borough Council and the school of their intention to defer entry. Please discuss the implications of delayed admission with Mrs Eaton, Executive Head, before committing to this course of action.

Applicants need to complete the Slough admissions form, preferably on-line, at [www.slough.gov.uk/admissions](http://www.slough.gov.uk/admissions) between 1st September 2017 and 15th January 2018. The form can also be printed off and filled in manually if preferred. Parents of children living in other boroughs should contact their own councils for advice on how to proceed.

Please also complete our “Expression of Interest” form so that we can keep in touch with you to inform you of any special events we are holding for prospective pupils and their parents. Do this as soon as you decide you might apply to the school: do not wait until December to fill in the Expression of Interest Form, which can be downloaded from our website.

- A total of 104 pupils will be admitted to the 4 reception classes (class size is set at 26 by permission of the Department for Education, due to restricted space).
- Applications should be made after 1st September 2017 and must be received by Slough Borough Council by midnight on 15th January 2018.
- Applications received after the closing date will be deemed to be late applications and will be considered after those which are received on time.
- Applicants will be notified by letter sent in mid-April 2018 if a place is available for their child to start in September 2018 (or September 2018 for summer-born children choosing to defer admission).
- Proof of your child’s age is required in the form of a copy of the short birth certificate or passport, prior to admission.

- The offer of a school place is made only if your child fulfils the admissions criteria.
- If you supply false information which gives your child an unfair advantage over other applicants, the offer may be withdrawn. You would be required to make a fresh application giving the correct details, which would be processed in line with the new information.
- Deferred entry or part-time schooling may be possible if your child is under compulsory school age (i.e. is between 4 and 5 years of age), but only in the year of application.

\*PLEASE NOTE: our Expression of Interest form is only to register your interest in Langley Hall Primary Academy and allow us to keep in touch with you. It is not an application form and you must apply for a place via Slough admissions at: [www.slough.gov.uk/admissions](http://www.slough.gov.uk/admissions)

### **Admissions Criteria**

Children with a Statement of Special Educational Needs or Education and Health Care Plan, where Langley Hall Primary Academy is named on the Statement or Plan, will be admitted ahead of all other applicants.

### **Oversubscription Criteria**

In the event of there being more applications than places available, other applicants will be admitted in the following order:

1. Looked-after children who are under the supervision of the local authority at the time of application or who have been adopted following a period of being in care.
2. Children with an older sibling at the School at the time of admission. Siblings will include: brothers and sisters; half-brothers and sisters; step-brothers and sisters; adopted brothers and sisters, or the children of the parent/carer’s partner, but only if the child for whom the place is sought is living in the same family unit, at the same address as that sibling.
3. Children of all staff, including peripatetic staff, who have worked at LHPA for at least 2 years, or of staff members who are recruited to fill a post for which there is a demonstrable skill shortage. Step-children, foster-children or adopted children of staff, will be accepted within the definition of “children”.

4. Children with a disability, medical or social need where it is suggested that Langley Hall Primary Academy would meet their needs above all other schools. Evidence of this would be required in the form of an official report from e.g. a Doctor, Social Worker or Educational Psychologist.
5. Children whose home address is within the catchment area defined as being within a circle of 3.25 miles' radius from the Upper School's front gate in Station Road, Langley. If more children qualify for admission under this criterion than there are places available then the distance criterion shall be applied\*.
6. All other applicants. If there are more children than places available then the distance criterion shall be applied\*.

\*Distance criterion

Those who live closest to the school as defined by the distance from the Upper School's front gate in Station Road, Langley to the front door of the child's home using Slough Education Department's distance calculator will be offered any remaining place(s). If this calculator is not available for use, then the distance will be measured by the shortest travel distance to school using Google maps car route option.

### **Tie Breaker**

In the event of two or more children being equally qualified for a single vacancy, the following tie breaker will apply:

Random allocation, supervised by a person or persons completely independent of the school.

### **Appeals**

Applicants have the right to appeal if a school is unable to offer a place to their child.

Appeals will only be considered if an application in writing has been made and a place not awarded.

Appeals must be in writing.

### **Advice on how to make an appeal is available on our website**

Appeals are heard by an independent panel which operates according to the Appeals Code.

The School will exercise its right to hear no more than one appeal for any individual child in any academic year.

The deadline for appeals for reception places to commence in September 2018 will be announced on our website.

Although appeals may be made at any time, the majority for reception will be heard within a short period after the deadline and it is likely that any available places would be allocated then.

**The address for appeals will be on our website but please make sure that you read the advice section before making an appeal.**

## **Lynch Hill School Primary Academy**

Pupils will be admitted to the school into the Reception year in September following their 4th birthday (i.e. pupils must be four years old by 31st August), without reference to ability or aptitude. The admission number for any one year group is 120 and class size is limited to 30 per class.

### **Oversubscription criteria**

Where applications for admission exceed the number of places available, the following criteria will be applied.

The law requires the school to admit pupils with a Statement of Special Educational Needs where a Local Authority has specifically named Lynch Hill School as the most appropriate placement. These applications will usually be agreed in advance of the main allocation process. Where they are a late application, the school can be required to admit even if the admission number has been reached.

If the school is oversubscribed, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Looked after children and previously looked after children.

*A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order.*

2. Children of staff
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children who have a sibling attending the school. *'Sibling includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address or siblings who are former pupils of the school'.*
4. Children who have strong medical or social grounds for admission for which supporting evidence, eg. a letter, is supplied from their doctor, health visitor or relevant professional.
5. All other children ranked according to the proximity of the applicant's home to the school measured from home to the school's main entrance using GPS software.

**Tie Breaker:** If Lynch Hill School does not have places for all the children in a particular category, random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

### Applications and offers

#### Entry Admissions:

#### Applying for a place in Reception

There is one intake into Reception, in September, each year.

An application for a place at Lynch Hill School is made using the common application form (CAF). Admission to Reception is coordinated by Slough Borough Council.

Places are allocated on the basis of our determined admission arrangements only, and a decision to offer or refuse admission is made by the Admissions Committee established by the Governing Body.

In the normal admissions round, an offer of a place in Reception is sent by the local authority and the school does not contact parents until after these offers have been received.

The timeline for this process is set by the local authority. Applications received after the closing date will be deemed as late.

These will be considered after those received by the due date, if places are available. If places are not available, the application will be held on the school's waiting list. If a place becomes available it will be allocated on the basis of the oversubscription criteria.

#### Deferred entry to school

Parents can request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age, and Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

#### In Year admissions

This applies to admissions in all other year groups and to Reception after the normal admissions round. Lynch Hill has 120 places per year group, year R to year 6.

An application for an 'in year' admission is made using the school admission form and is accepted at any time through the year. Alternatively, an application via Slough Borough Council is equally acceptable. These applications are processed by the school. All matters relating to entry admissions apply equally to in year admissions.

#### Withdrawing an offer or a place

The school may withdraw an offer if it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application. Where an offer is withdrawn on the basis of misleading information, the application will be considered afresh, and a right of appeal offered if an offer is refused.

#### Waiting lists

The school maintains a clear, fair and objective waiting list. Each added child will require the list to be ranked again in line with the published oversubscription criteria. The waiting list is held for one academic year. The list is closed on 31st August and fresh applications are required for the new school year. Priority is not given to children based on the date their application was received or their name was added to the list. Looked after children, previously looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol take precedence over those on a waiting list.

### Right to appeal

In all cases, where a decision has been made to refuse a place at the school parents have the right of appeal. Appeals information is available from the school office and on the website. All appeals need to be made in writing to the Appeals Clerk and will be considered by an independent panel.

### Marish Primary School and Willow Primary School

#### Admissions policy

Marish Academy Trust policy and regulations for admissions are determined by the Local Education Authority in consultation with all of its schools. As required by the Education Reform Act 1988 the numbers are reviewed annually. The standard number for Marish Primary School has been set at 90.

The standard number for Willow Primary School has been set at 60.

1. All parents enrolling children into education and all prospective parents moving into the Local Authority area can request a booklet from the LA detailing policy and process.
2. On application to a Marish Academy Trust school all parents are provided with an application form. Forms are also available on each school's website to download.
3. Prospective parents seeking a school place for their child may visit the school by appointment.
4. Marish Academy Trust schools have an equal preference system for admissions, which means that all applications are considered equally against the admission criteria. The admission procedure for Marish Primary School and Willow Primary School is as follows:

If there are more applications for places than there are spaces available in both school and nursery the applications are put in order using the following criteria:

- (a) Children with a statement of Special Educational Needs (SEN) that names either of the Trust schools
- (b) Children who are in the care of the LA or provided with accommodation in that authority with Section 20 or 37 of the Children's Act 1989 (Looked After Children) will be considered next
- (c) Children who live in the catchment area of the school (details are available from the LA)
- (d) Children who have strong medical or social grounds for admission. These reasons must be fully supported in writing from a professional such as a doctor or social worker
- (e) Children who have older siblings at the school when the applicant would enter (including step, foster and adopted siblings living within the same family unit)
- (f) All other applicants

In the event of the requested Trust school being oversubscribed, parents can appeal to an Independent Appeals Panel. Parents have 20 school days to lodge an appeal in writing from the date they were informed that there are no spaces for their child. Forms will be sent to the parent and school then has to hear the appeal within 40 school days of the closing date of receiving the forms.

#### Nursery Admissions

All children, from the beginning of the term after their third birthday and those eligible 2 year olds, from the beginning of the term after their second birthday are entitled to up to 570 hours funded early learning per year. These hours are taken as 15 hours per week, term time only (38 weeks per year), which is 3 hours per day Monday to Friday. There is no cost to the parent for funded early learning within the 570 hours described above. Any additional hours will have to be paid for.

To apply for a place in the nursery at a Marish Academy Trust setting, please complete an application form which is downloadable from the Marish and Willow schools websites and return it to the school of your choice. Alternatively please come in to school to complete the forms. You will be asked to show your child's birth certificate or passport to confirm their date of birth.

Places in our nursery can only be offered to children resident in other Local Authorities once children resident in Slough have been offered a place.

Applications can be made after the child's second birthday for possible admission in the term following the child's third birthday.

We admit children to our nursery each term providing there are spaces available.

Parents may be asked to provide proof of identity and address.

Unsuccessful applicants will be considered with the next batch of applicants.

The criteria for admissions to our nursery where there are more applicants than spaces is outlined above.

## Reception Admissions

Children are eligible for a Reception place from the September after their fourth birthday. If you are a Slough Borough Council resident the information for how to apply for a place is on the Slough Borough Council website, [www.slough.gov.uk](http://www.slough.gov.uk). Applications are not processed via the school.

If you are not a resident of Slough Borough Council you will need to apply through your Home Authority. You will still be able to apply for Slough Borough Council schools through your Home Authority.

## Montem Academy

Montem Academy will comply with the Schools Admissions and Appeals Codes. Montem Academy will be an inclusive school with no religious faith affiliations.

### Admissions Policy

Montem Academy Council will determine the admissions criteria of Montem Academy. The Local Authority will administer the offer of places on its behalf.

Pupil admission numbers during the next two years

### Montem Academy Admission Numbers

Year Group	2016/2017	2017/2018
1	120	120
2	120	120
3	120	120
4	120	120
5	120	120
6	90	120

## Montem Academy Admissions Oversubscription Criteria 2016/17

If there are fewer applicants than places, all applicants will be accepted.

Where the Academy is oversubscribed, after the admission of pupils with statements of special educational needs which names the Academy, priority for admission will be given as follows:

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption residence, or a special guardianship order. As defined in the Schools Admissions Code paragraph 1.7, a 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.
2. Children who suffer from a long-term medical or psychological condition, which makes it necessary for them to attend Montem Academy. Applications must be accompanied by medical evidence from a GP or Hospital Consultant.
3. Children who have a member of the immediate family who suffer from a long-term medical or psychological condition which makes it necessary for them to attend Montem Academy. Applications must be accompanied by medical evidence from a GP or Hospital Consultant.
4. Children who have a sibling living in the same household who currently attend the full time school (not the nursery) and will continue to do so on the date of admission. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.
5. Children living nearest the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and Montem Academy using a computerised mapping system. The distance will be measured from the main gate of the school to the front door of the child's home address including high rise flats.

**Tie break:** If two addresses are the same distance from the academy, the offering of a place will be decided by lottery.

### Waiting List

Where the Academy fills all places, a waiting list will be maintained by the Local Authority in the order of the oversubscription criteria. Where a place becomes available the Local Authority will contact the parent of the child who is at the top of the list so that an offer can be made on behalf of Montem Academy.

Late applications will be considered once all of the "on-time" applications have been allocated. After this, if a school place cannot be offered, they will be placed on the waiting list in order of the oversubscription criteria. Late applications cannot be placed at the bottom of the waiting list as it is considered that the child is being penalised twice and will therefore be placed on the waiting list in the same order as a timely application if a school place cannot be offered (2.14 of the Schools Admissions Code).

### In Year Application

Application for In Year Admission is to be made direct to the Local Authority.

### Appeal

Parents who are refused a school place have the right to appeal to an Independent Appeal Panel.

## Our Lady of Peace Catholic Primary and Nursery School

### Introduction

This Policy is written in consultation with staff, governors and the local community as set out in the School Admissions Code, in light of our mission statement, in that it values and respects pupils and staff of Our Lady of Peace Catholic Infant and Nursery School. Our aim is to respond to all children in our care with sensitivity and imagination.

Where a pupil has a statement of Special Educational Needs naming the school, the school will admit the pupil whether there are places available or not.

The Governors hope to offer places to every child baptised into the Roman Catholic faith, who applies. Where the admission number is reached or exceeded in any criterion, distance from the school will be the deciding factor when offering a place.

Proof of residence will be required and where two children meet the same criteria, the shortest distance from the school will be the deciding factor when offering a place. Proximity to the school will be by using the Slough Geographical Information System from the Local Authority. Distances are measured from the map reference of the child's home to the front gate of the school, using a computerised Geographical Information System. All measurements must be consistent and fair. Therefore, the Governors will not accept any other measuring device such as Google Maps. In the event of two or more children being equally qualified for a single vacancy, a random allocation tie breaker will be used, supervised by a person or persons, completely independent of the school. There are 90 places available in each year group (Foundation Stage/KS1/KS2 and 60 in nursery 30am and 30pm). Children will be admitted into Nursery at the start of the academic year in which they will be 4 years old. Applications must be received by the Spring half-term (February) of the previous academic year, after which they will be deemed late. Applications must be made via the schools own application form. Late/ in year applications will only be considered after those received by the due time, subject to availability and the standard Admissions Criteria. In the event of over subscription, priority will be given to applicants in the following order:

1. Looked after Children and previously looked after children
2. Practising Baptised Catholic children with a sibling attending the Infant/Junior school at the time of application.
3. Practising Baptised Catholic children.
4. All other Baptised Catholic children.

In the event of there being vacancies after all the above applicants have been admitted, the Governors will admit children, whose parents wish their children to be educated in a Catholic environment.

Priority will be given to applicants in the following order:

5. Children of Christian faiths.
6. Children who have brothers and/or sisters in at Our Lady of Peace Primary School at time of application.
7. All other children.

Parents have a right to defer their child's place at Reception age and also has the option to request part time. Parents can request that their child's admission is deferred until later in the academic year or until the term in which the child reaches compulsory school age and that parents can request that their child takes up the place part-time until the child reaches compulsory school age. All decisions will be made by the Governors on an individual basis, after consulting with the Headteacher.

In the event of a child being unable to obtain a place in school, parents will be given full details of the Appeals procedure on request to the Clerk to the Governors.

Children's religious faiths will be established through reference to their "original" Baptismal certificates or other faith equivalent.

Parents or carers of pupils who are re-locating from overseas must provide the information determined by the Immigration Rules of the UK Border Agency.

Following the Governors' decision parents may request that their child is kept on a waiting list. Parents may be asked from time to time by the school to confirm that they wish their child's name to remain on the list and in the absence of confirmation, names will be removed.

When a vacancy occurs at the school, the Governors will offer the place to the child who is listed first in the waiting list as judged by the admissions criteria.

## **Definitions:**

### **Looked after children/Previously looked after children:**

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order).

## **Sibling:**

Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

## **Practising:**

Practising Catholics will be determined by a successful Priest's reference.

Catholic means baptised in accordance with the rites of the Catholic Church within the See of Rome, or enrolled in a baptismal programme. (original copy of baptism certificate or letter from the Parish Priest).

'Christian' should be defined as 'a member of one of the churches in full membership with Churches Together in Britain and Ireland at the time when admission decisions are made.'

[www.churces-together.net/Articles/147646/Churches\\_Together\\_in/About/Member\\_Churches.aspx](http://www.churces-together.net/Articles/147646/Churches_Together_in/About/Member_Churches.aspx)

Proof of church membership must be provided by the appropriate church leader.

## **Parlaunt Park Primary Academy**

### **Introduction**

- 1 Parlaunt Park Primary Academy (PPPA) is sponsored by The Langley Academy Trust (the Trust) and offers unique opportunities for children of all abilities with a philosophy based on providing an experience that allows them to become confident, independent and creative. PPPA aims for the highest achievement for all and to provide a welcoming and imaginative environment which enriches the lives of all involved. We aspire to instil traditional values and promote respect for other beliefs.
- 2 The Trust and PPPA will act in accordance with the School Admissions Code, the School Admission Appeals Code, equalities law and the law on admissions.

### **Admission number**

- 3 The Published Admission Number (PAN) for pupils into Reception is 90. PPPA will accordingly admit this number of pupils each year if there are sufficient applications.

Where fewer applicants for the relevant year group are received, PPPA will offer places to all those who have applied.

### Process of application

- 4 Arrangements for applications for places at PPPA in Reception will be made in accordance with Slough Borough Council's (SBC) coordinated admission arrangements. Parents must make their application to the local authority where they live on that authority's Common Application Form (CAF).
- 5 PPPA will use SBC's timetable for applications each year (exact dates may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within SBC.
- 6 All children whose statement of Special Educational Needs (SEN) names PPPA will be admitted.

### Procedures where PPPA is oversubscribed

- 7 Where the number of applications for admission to Reception is greater than 90, after the admission of pupils with Educational Health and Care Plans or Statement of SEN naming the school, priority will be given to those children in the following order:
  - (i) Looked after children and previously looked after children<sup>1</sup>/Those with Child Arrangement Orders
  - (ii) Children who live in the catchment area of the School<sup>2</sup>
  - (iii) Children who have strong medical or social grounds for admission<sup>3</sup>
  - (iv) Children who have older brother(s) or sister(s) at the school when the applicant would enter<sup>4</sup>
  - (v) All other applicants.

### Tie-break

- 8 If PPPA becomes oversubscribed in any of criteria 2-5 above, a tie-breaker will be required. Places will be offered according to straight line distance between the home<sup>5</sup> and the main entrance of PPPA. Those living nearer to PPPA will be given higher priority. Straight line distance is based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's National System.

- 9 Random allocation undertaken by an independent body other than PPPA will be used as a final tie-break in categories ii-vi above to decide who has highest priority for admission if the distance between a child's home and PPPA is equidistant in any two or more cases.

### Late applications

- 10 Applications received after 15th January (the primary admissions application deadline) will be considered late applications. Late applications will not be considered until after offers have been made to those who applied by the closing date.

### Deferrals

- 11 Parents of children offered a place in Reception can ask for their child's attendance at the school to be deferred until the term immediately after they reach compulsory school age - this is the term starting closest to 1st January or 1st April after their fifth birthday. Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term immediately after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.
- 12 Parents can also request that their children attend part-time until they reach compulsory school age. Each request will be considered by PPPA on its merits.

### Nursery children

- 13 Parents of children attending Parlaunt Nursery unit will need to apply for a place in Reception in the same manner as all other applicants.

### Waiting lists

- 14 PPPA will operate a waiting list for all year groups. Where in any year PPPA receives more applications than there are places available, a waiting list will operate until the end of the academic year. PPPA will maintain the waiting list and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

- 15 A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. The waiting list will be re-ordered in accordance with the oversubscription criteria every time there is a fresh applicant, or someone gives notice they no longer wish to remain on the list. On request, parents will be informed of the total number of children remaining on the list.
- 16 Children awarded a place on appeal take precedence over those on the waiting list. Likewise, looked after children, previously looked after children, and children placed within PPPA as a result of the operation of the Fair Access Protocol will take priority over those on the waiting list.

## Appeals

- 17 There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants. Details of how to appeal will be available from PPPA and will also be published on <http://www.parlauntparkps.co.uk/>.
- 18 Appeals must be registered within 20 school days of the primary offer date.
- 19 The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education.

## In-year and casual admissions

- 20 Applications for in-year admission to any year group should be made directly to PPPA and the above over-subscription criteria will apply.

### Notes

<sup>1</sup>A looked after child is a child who is a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989). A previously looked after child is a child who was looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order). (See section 1.7 of The Admissions Code 2012.)

<sup>2</sup>Details of the catchment area are in Appendix 1 of this admissions policy.

<sup>3</sup>These reasons must be fully supported in writing from a professional person involved in the case, such as a doctor or social worker. This must show that the school requested is the only school that the child can attend because of the medical or social needs. All documents must be submitted with the CAF or with a printed copy of the online form if completed online.

<sup>4</sup>Children are considered as siblings if they have brothers or sisters including step, adopted or foster brothers or sisters living in the same family unit and attending the school at the time the child is due to start the school.

<sup>5</sup>A child's permanent address is the place of normal residence during term time. Where parental responsibility is shared, the address of the parent/carer who receives the Child Benefit Allowance for the child will be taken as the permanent address, or, in cases where no Child benefit Allowance is received, the address that is utilised is that which is registered with their Doctor. Proof of residence can be asked for at any time during the admissions process. This will normally be in the form of a recent council tax bill or a utility bill less than 3 months old.

## Pippins School

### Policy and numbers

Children are admitted on a part-time basis (mornings-only) to the Nursery Class at the start of the school year (September) in which they reach their third/fourth birthday. They are admitted full-time to the Reception Class at the start of the year in which they reach their fifth birthday, although there is the option of attending part-time until the child is five years old. The number of admissions for each year is 27 (26 for the Nursery)

Application to the Nursery should be made using the Pippins application form and those for the main school using the Common Application Form.

Admission dates for all classes other than Nursery will usually be in line with those set by Slough Local Authority. Parents/Carers must also submit proof of address in the form of a Council Tax or utility bill. The child's birth certificate must be seen by the school prior to admission, unless we have already recorded that it has been seen in the Nursery.

### Over-subscription

Where applications for admission exceed the number of places available, the following criteria will be applied, after the admission of pupils with a Statement of Special Educational Needs where the school is named in the Statement, priority for admission will be given to those children who meet the criteria set out below, in order:

- Where a looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions.
- Children of staff at the school will be given priority in either of the following circumstances:

- Where the member of staff has been employed at the school for two or more years at the time at which the application for admission is made.

Or

- The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Step children, foster children, or adopted children will be accepted within the definition of “children”.

- Children with a sibling attending the school at the time of their joining. Sibling is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brother and sisters.
- Where there are medical grounds (supported by a doctor’s certificate) for admitting the child.
- Other children by distance from the school, with priority for admission given to children who live nearest to the school. Distance will be measured in a straight line from the front door of the child’s home address (including flats) to the main entrance of the school, using the LA’s computerised measuring system, with those living closer to the school receiving the higher priority. Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children’s homes and the school is the same. This process will be independently verified.

### Appeals

Parents have the right to appeal if we are unable to offer a place to their child. An independent panel will be set up no more than once a term to consider any appeal against non-admission. A copy of the procedure is available from the school. Parents who have appealed unsuccessfully may reapply for a place at the school in a later academic year. There is no right of appeal for Nursery Class as this stage of education is non-statutory.

## Priory School (Foundation)

### General information

Priory School (age range 4 to 11) is an all inclusive school and welcomes all applications. Children will be admitted to the school without reference of academic ability or aptitude.

Our Local Authority, Slough Borough Council (SBC), co-ordinates all admissions to Priory School. Parents/carers will need to apply for places at Priory School (Foundation) by completing a Common Application Form (CAF) and submitting this to Slough Borough Council in accordance with their co-ordinated admissions scheme.

Details of SBC’s scheme and application forms are available from SBC’s Admissions Team and are on the SBC website: [www.slough.gov.uk](http://www.slough.gov.uk). Details include the timetable for applications (including deadlines), how to express school preferences and how parents/carers will be informed of the result of their application.

### Inclusion

Priory School aims to provide a welcoming and caring environment which values diversity, promotes equal opportunities and has an ethos of inclusion. All children are encouraged to develop confidence and recognise value in their contributions to their learning. Priory School is committed to offering an inclusive curriculum to ensure the best possible progress for all our children, whatever their needs and abilities.

Children with a Statement of Special Needs (SEN) or an Education, Health & Care Plan that name Priory School (Foundation) as their preferred school, will be given admission.

### Admissions Policy

The school has a Planned Admission Number (PAN) for 2017/2018 of 120 for Reception. Each class will admit up to 30 children. The school will provide for the admission of all children in the September following their fourth birthday.

Where a child is below compulsory school age in the September following their fourth birthday, parent/carers may request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parent/carers may further request that their child takes up the place part-time until their child reaches compulsory school age.

## Admissions Criteria

In the event of there being more applications than places, children will be admitted in the order set out below:

- a) A 'looked after child' or a child who has previously been looked after but immediately after being looked after has become subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.
- b) Children who have strong medical or social grounds for admission. These reasons must be fully supported in writing from a professional person, such as a doctor or social worker and returned with the application form. (Examples of strong medical or social grounds could be serious domestic or family problems or the child having a chronic medical condition).
- c) Children who have siblings attending the school at the time the child would enter. Children are considered as sibling if they have brother(s) or sister(s) including step, adopted or foster brother(s) or sister(s) living in the same family unit and attending the school at the time the child is due to start the school.
- d) Those living within the catchment area of the school at the closing date for applications and also at the time of the child's admission to school. Verification of the applicant's residency will be required at the time of application.
- e) Children who are eligible for Early Years Pupil Premium.
- f) Proximity of the applicant's home to the school, with those living nearest by the shortest safe walking route being accorded priority. Distance will be measured from the home address\*\* to the Priory School's main Office Reception entrance doors, using Google Maps. For parents/carers living in a block of flats, the distance will be measured from the main entrance of the block of flats.

Where the distance between two children's homes and the school is the same, for example, the home is situated in an apartment block, then allocation will be decided by the Surname, in alphabetical order (A to Z).

Should 2 or more families share the same Surname then priority will be determined by a further tie-breaker. The date of birth of the child requesting entry will be considered. In this instance, the eldest child will be offered the priority. Should the 2 children share the same birth date (for instance a set of twins), then

The children's First name will be considered in alphabetical order (A-Z).

\*Verification of the applicant's permanent residence at the time of allocation will be required before a school place can be offered. This documentation e.g. Council Tax, Utilities bill, Child Benefit, house purchase contract, Electoral Roll etc. is decided annually by the Admissions Panel. If the address is a rented property the original properly witnessed lease, signed by a solicitor, and must be provided - we will not accept photocopies or downloaded agreements. The tenancy agreement must extend at least 6 months beyond the admissions date. The governors define a permanent residence to be where the family live, eat and sleep 7 days per week. DfES Code of Practice states an offer of a school place may be withdrawn if fraudulent or intentionally misleading application from a parent/carer is made (e.g. a false claim of residency in a catchment area). The burden of proof lies with the parent/carer.

\*\* Where parent/carers are living apart, but have shared responsibilities for a child, as defined in the Children Act 1989, Part 1. Section 3, the home address shall be determined as the one where the child spends 3 week day nights during term time.

Proximity of the child's house, those living nearer being accorded the higher priority, will also serve to differentiate between applications within criteria a) to g) above should the need arise.

### Late Applications

Applications received after the published closing date each year will be considered to be casual applications, outside the normal intake timetable.

### Late Applications

When a parent/carer wishes to apply for a place at Priory School (Foundation) at times other than the normal admission period and/or in year groups which are not normal admission years (i.e. for children moving in to the designated area or wishing to transfer from another school), these are considered to be casual applications, outside the normal intake timetable.

Casual applications must be made to Slough Borough Council, if the applicant resides in Slough, or alternatively their Home Borough Council. Applications will then be considered in accordance with the criteria above, as long as the year group into which admission is sought does not exceed the size dictated by the Published Admission Number (PAN) of the school.

### Waiting List

A waiting list of children who have not been offered a place at Priory School (Foundation) will be established and kept by Slough Borough Council. Parents/carers will be required to confirm to their Borough Council that they wish to remain on this list. The list will be retained for the remainder of the school year. As and when places arise during the school year, children on the list will be considered and vacant places will be allocated in accordance with the criteria above. Allocation will not be based on the length of time a child's name has been on the list.

The school has a responsibility to admit any child who is the subject of a 'direction' by the Local Authority or is allocated to us under the Fair Access Protocol and any such children take precedence over the waiting list.

### Appeals against Non-Admission

Parent/carers have the right to appeal to an independent panel if the school is unable to offer a place for their child. Appeals will only be heard from parent/carers who have first sought admission via SBC's coordinated admissions scheme and been refused. Arrangements for appeals against non-admissions which will be independent of the school and shall be heard in accordance with the Schools Admissions Code of Practice. Under this Code of Practice the school exercises its right not to consider further appeals for the same child within the same academic year.

## Ryvers School

### Applications procedures

- a. Applications should be made by the published closing date, by parents of children who will be 5 during the course of the next academic year (from 1st September to 31st August).
- b. Applications must be made on the Common Application Form for Slough.
- c. Applications received after the published closing date each year will be considered to be 'late applications'. Governors will look at late applications sympathetically, in the light of places available. If places are not available, the school will hold a waiting list for all year groups. If a place becomes available it will be allocated on the basis of the admissions criteria.
- d. Parents will be notified by the end of March each year that a place is available in a Reception class for the following school year.
- e. From September 2018 the admission number per year will be 90. Places can only be offered to children within the statutory limit for primary classes in Reception and Key Stage 1, currently not to exceed 30 children.
- f. The child's birth certificate and proof of address must be seen by the school prior to admission; unless we have already recorded that it has been seen in the Nursery.
- g. Children with a Statement of Special Educational Needs, where the school is named in the Statement, will be admitted automatically.

### Admission Criteria

- a. Looked after children and previously looked after children who became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions. (See definition in section 22 (I) of the Children Act 1989)
- b. Children having a sibling at the school at the date of admission and living within the area served by the school at the closing date for application and also at the time of the child's admission to school. The roads traditionally served by the school are attached and can be clarified for parents at the school office. Parents may be asked to supply official documentation to establish their address.
- c. Children living within the area served by the school at the closing date for application and also at the time of the child's admission to school. The roads traditionally served by the school can be clarified for parents at the school office. Parents may be asked to supply official documentation to establish their address.

- d. Children who have siblings attending the school. '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.'
- e. Children who have strong medical or social grounds for admission (To be supported by letter from the referring agency e.g. Health, Social Services, etc.).
- c. The child's birth certificate and proof of address must be seen by the school before the child starts Nursery.
- d. Applications received after the published closing date each year will be considered to be 'late applications'. Governors will look at late applications sympathetically, in the light of places available. If places are not available, the school will hold a waiting list. If a place becomes available it will be allocated on the basis of the admissions criteria.

The following points should be noted:

Application of the arrangements described above may not distinguish sufficiently between the applications. Where this is the case, final decisions on admission will be based on geographical proximity to the school. (Distance will be measured, using the local authority's measuring system, from the front door of the child's home address, including flats, to the main entrance of the school, with those living closer to the school receiving the higher priority.)

Random allocation will be used as a tie break in category b and c to decide who has the highest priority for admission if the distance between the two children's homes and the school is the same. This process will be independently verified.

### Appeals

Parents have the right to appeal if we are unable to offer a place to their child, in which case the school's appeal procedure will apply. A copy of the procedure is available from the school office.

Parents/Guardians should write initially to the Clerk to the Appeals Panel, who will then forward it to an independent Admissions Appeal Panel, stating the reason why further consideration should be made.

## Ryvers Nursery

### Application Procedures

- a. Applications must be on a Nursery Admissions Form and received by 1st March each year.
- b. Places can only be offered to children within the limit for each session. There are 3 nursery classes with a total of 78 spaces. The school reserves the right to hold these as morning or afternoon sessions depending on parental demand/preference.
- c. The child's birth certificate and proof of address must be seen by the school before the child starts Nursery.
- d. Applications received after the published closing date each year will be considered to be 'late applications'. Governors will look at late applications sympathetically, in the light of places available. If places are not available, the school will hold a waiting list. If a place becomes available it will be allocated on the basis of the admissions criteria.
- e. Children who have strong medical or social grounds for admission (To be supported by letter from the referring agency e.g. Health, Social Services, etc.).

### Admission Criteria

- a. Looked after children and previously looked after children who became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of the local authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions. (See definition in section 22 (I) of the Children Act 1989)
- b. Children having a sibling at the school at the date of admission and living within the area served by the school at the closing date for application and also at the time of the child's admission to school. The roads traditionally served by the school can be clarified for parents at the school office. Parents may be asked to supply official documentation to establish their address.
- c. Children living within the area served by the school at the closing date for application and also at the time of the child's admission to school. The roads traditionally served by the school can be clarified for parents at the school office. Parents may be asked to supply official documentation to establish their address.
- d. Children who have siblings attending the school. '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.'
- e. Children who have strong medical or social grounds for admission (To be supported by letter from the referring agency e.g. Health, Social Services, etc.).

The following points should be noted:

Application of the arrangements described above may not distinguish sufficiently between the applications. Where this is the case, final decisions on admission will be based on geographical proximity to the school. (Distance will be measured from the front door of the child's home address, including flats, to one point in the main entrance of the school, with those living closer to the school receiving the higher priority.)

Random allocation will be used as a tie break in category b and c to decide who has the highest priority for admission if the distance between the two children's homes and the school is the same. This process will be independently verified.

Children will be admitted in the September following their 3rd birthday.

Children may attend morning or afternoon sessions only. Parents may state a preference, but this cannot be guaranteed. Once attending a morning or afternoon session, that may not change unless a written application is made to the Admissions Panel giving a specific reason for the change. The Admissions Panel will then make a recommendation.

Children may not be on the role of 2 state nursery schools or classes simultaneously.

### **Transfer to Reception at Ryvers**

- a. A Nursery place will not guarantee a place in Ryvers School, as admissions to the Main School are limited by the school's planned admission figure. Places are allocated according to the criteria set out in the school's admission policy.
- b. A common application form needs to be completed.

### **Appeals**

- a. Parents/Guardians may write to the Nursery Admissions Panel if their child is not allocated a place, stating the reason why further consideration should be made. Appeals should be made as soon as possible, but within a month to enable the school to address the matter. The panel comprises the Headteacher, Deputy headteacher and a Governor. An additional panel of three governors provide a second level of appeal.

## **St. Anthony's Catholic Primary School and Nursery Policies**

### **Introduction**

Children and their learning is the reason for our school. It is our mission to care, protect and respect one another as Jesus showed us and that with Jesus at the core of our curriculum we aim to live out our vision of:

'Learning Growing and Living with Jesus'

### **Aims**

The Governing Body aims to admit children who would gain spiritual benefit from being part of St. Anthony's community without reference to ability or aptitude.

### **Implementation**

The planned accommodation level will be 720 pupils by September 2018. We have one admission date per year, this being the September prior to the child's 4th birthday for Nursery children and 5th birthday for Reception children.

The Governors intend to admit up to 90 children at both the Nursery and Reception Stages in the school. In reaching a decision concerning a child's admission to the school, the Governors will use the following criteria. In the event of oversubscription, children will be admitted in the following order:

Catholic Looked After Children. (See note 1)

Children with a Statement of Special Educational Needs whose application has named St Anthony's Catholic Primary School will be admitted in accordance with the regulations and the policy of the Local Authority. (it should be noted that in such cases the Admissions Authority is the Local Authority).

1. Siblings (brothers and sisters) who have at the time of application siblings in St Anthony's School. (See note 2)
2. Baptised Catholics from practising families of St Anthony's Parish. (See note 3)
3. Baptised Catholic children from practising families from other parishes. (See note 3)
4. Baptised Catholics of St Anthony's parish. (See note 4)
5. Baptised Catholic children from outside the Parish of St Anthony's.

If applying under categories 1, 2, 3, 4 and 6 you must have a completed Priest's Reference Form and present evidence of Baptism.

6. Other Looked After Children. (See note 1)  
In the event of there being vacancies after all the above applicants have been admitted, the Governors will admit children of other denominations and other faith traditions whose parents wish their children to be educated in a Catholic atmosphere. Priority will be given in the following order:
7. Baptised or Dedicated children of other Christian denominations who are practising and have a recommendation from their Minister. (See note 3)
8. Baptised or Dedicated children of other Christian denominations living within the Parish of St Anthony's.
9. Any other children living within the Parish of St Anthony's.

### **Tie breaker**

In the event of there being more applicants than places available, a tie breaker rule will be enforced. This will be the distance from the front door of St Anthony's School to the child's home address.

**Note 1:** This includes any child/young person who is the subject to a full Care Order, accommodated under Section 20 of the Children Act 1989 or is remanded or detained into Local Authority accommodation under Criminal Law.

**Note 2:** Siblings are considered to be those children who live at the same address and either:

- a) have one or both natural parents in common
- b) or are related by a parent's marriage
- c) or are adopted or fostered.

**Note 3:** Practising Catholics/Christians will be determined by a successful Priest's/Reverend's reference. A list of churches in communion with the Catholic faith are on the Catholic Education Service website.

**Note 4:** Children living within the Parish Boundary. (A map of the boundary can be viewed at either to school Office or the Presbytery Office at St Anthony's Church.

Although broadly based, the teaching of Religious Education and the general atmosphere of the school is specifically Catholic.

In order for you to apply for your child to be considered for admission to the school, parents should contact the school office. Visits to the school are very welcome. Closer to the admission date it will be necessary to complete an application form and provide the child's birth certificate. In the case of Christian children the Baptismal or Dedication certificate will also be needed. In the event of a child being unable to obtain a place in the school, parents will be given full details of the Appeals procedure on request.

Please note a successful application into the Nursery does not guarantee a place in the Reception class of the school. Legally a separate application must be made at the appropriate time.

### **Review and monitoring**

*The Governors have a responsibility to ensure that all admissions meet the criteria as set above. This will be monitored by the Catholic, Life & Community Committee.*

## **St. Ethelbert's Catholic Primary School**

St. Ethelbert's Catholic Primary School is a Catholic voluntary aided primary in the trusteeship of the Diocese of Northampton. We aim to provide a Catholic education for all our pupils and Catholic doctrine and practice permeates every aspect of school life. All applicants are therefore expected to be in sympathy with the aims and ethos of the school.

The school exists primarily to serve the Catholic community, mindful always of the deprived and marginalised. It is our mission to care, protect and respect one another following the example Jesus showed us. We strive to create an environment where every member of our community feels safe, loved, valued and respected and this is underpinned by our mission statement:

“Learning, achieving and growing together with Jesus”

We ask all parents applying for a place here to respect this ethos and its importance to the school community. This does not affect the right of parents who are not of the Catholic faith to apply for and be considered for a place here.

### **Aims:**

The Governing Body aims to admit children who would benefit spiritually from being part of St. Ethelbert's community without regard to ability, social, cultural or ethnic background.

### **Admission number**

We have one admission date per year, this being the September prior to the child's 4th birthday for Nursery children and 5th birthday for Reception children. The Governors intend to admit up to 52 children into the Nursery Classes and 60 children into the Reception classes in the school.

### **Applicants with a statement of special needs/education health care plan**

The admission of children with a statement of special educational needs is dealt with by a completely separate procedure. In such cases the Admissions Authority is the Local Authority. This procedure is integral to the making and maintaining of statements/Education Health Care Plans (EHCPs) by the child's home Local Authority. Details of this procedure are set out in the Special Educational Needs Code of Practice. Where the school is named in a child's statement of special educational needs or EHCP, the local authority and the school have a duty to admit the child.

### **Admissions criteria**

In the event of oversubscription, the Governing Body will apply the following criteria to allocate places:

1. Looked after children/previously looked after children
2. Baptised Catholic children who, on the date of admission, will have a sibling attending St Ethelbert's.
3. Baptised Catholic children from practising families of St. Ethelbert's or Holy Redeemer Parishes. Practising means weekly attendance at mass.
4. Baptised Catholic children from practising families from other parishes. Practising means weekly attendance at mass.
5. Baptised Catholics of St. Ethelbert's or Holy Redeemer parish.
6. Baptised Catholic children from other parishes.
7. Children who, on the date of admission, will have a sibling attending St. Ethelbert's.

8. Baptised or Dedicated children of other Christian denominations whose parents wish them to have a Catholic education and whose application is supported by a Minister. Christian means to be a member of one of the churches in full membership with Churches Together in Britain and Ireland at the time when admission decisions are made.
9. Children from other faiths whose parents wish them to have a Catholic education and whose application is supported by a religious leader.

### 10. Other applicants

Siblings are considered to be those children who live at the same address and either:

- a. Have one or both natural parents in common (brother/sister or half-brother/half-sister)
- b. Are related by a parent's marriage (step-brother or sister)
- c. Are adopted or fostered

### **Tie-breaker**

In the event of there being more applicants than places available, a tie breaker rule will be enforced. Within each of the criteria above, applicants will be ranked according to how close the pupil lives to the school using the Local Authority's measuring system.

Unsuccessful applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above. Parents will be invited to confirm they wish to remain on the waiting list every six months

### **Procedure for admission into reception**

- To apply for a place at this school, you should complete and return two separate forms by the closing date:
  - o Common Application Form (CAF) provided by the Local Authority
  - o The school's Supplementary Information Form (SIF)
- Applications arriving after the closing date will be dealt with after all initial offers have been made.
- In order to make a valid application, you must complete a Common Application Form (CAF) from your Local Authority and return it to them as per their instructions.

- You should also complete the School's Supplementary Information Form (SIF) and return it to the school office, together with all other relevant paperwork required for your application.
  - o Proof of date of birth (e.g. birth certificate) must be provided with all applications.
  - o Proof of current address is required – a copy of your Council Tax documentation and a current utilities bill
  - o A baptismal certificate, or letter from a minister, must be provided with all Christian applications; an equivalent certificate or letter, where appropriate, must be provided with non- Christian applications.
  - o Applications from practising Catholic children should be accompanied by a Priest's reference on the SIF form available from the school office which confirms weekly attendance at mass
  - o Applications from children of other faiths should also be accompanied by a stamped reference form completed by the applicant's Minister.
- o Applications from children of other faiths should also be accompanied by a stamped reference form completed by the applicant's Minister.
- o Proof of date of birth must be provided with all applications.
- o Proof of current address is required - a copy of your Council Tax documentation and a current utilities bill

Please note a successful application into the Nursery does not guarantee a place in the Reception class of the school. Legally a separate application must be made at the appropriate time.

### **In-year admissions (year 1 to 6)**

Late/in year applications will only be considered after those received by the due times, subject to place availability and the standard admissions criteria. A child's name may be placed on a Priority List, for a determined period and retained for a given academic year, on written parental request. In the case of any new place availability, all names so held will be considered equally and places offered to those who fulfil our admissions criteria most closely.

### **Review and monitoring:**

The Governors have a responsibility to ensure that all admissions meet the criteria as set above. They appoint an Admissions Panel, which together with the Headteacher, oversees all admissions to the school and report back to the full Governing Body on the application of this policy.

## **St Mary's Church of England School**

### **1 Introduction**

1.1 Our governing body applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This was later revised in the Education Act of 2002. Our admissions policy conforms to the regulations that are set out in that Act and are further explained in the statutory School Admissions Code of Practice and the statutory Appeals Code of Practice. These were revised in January 2003 and came into force in September 2004.

### **Procedure for admission into the nursery**

- Nursery places are allocated by the school and applications for admissions should be made directly to the school.
- To apply for a place in the nursery, parents must complete and return the following forms:
  - o School application form
  - o The school's Supplementary Information Form (SIF)
- Applications should be returned with the following evidence in order for the school to apply its admissions policy:
  - o A baptismal certificate, or letter from a minister, must be provided with all Christian applications; an equivalent certificate or letter, where appropriate, must be provided with non- Christian applications.
  - o Applications from practising Catholic children should be accompanied by a Priest's reference on the SIF form available from the school office which confirms weekly attendance at mass

### **2 Aims and objectives**

- 2.1 We seek to be an inclusive school, welcoming children from all backgrounds and abilities.
- 2.2 All applications will be treated on merit, and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we adopt the procedure set out below to determine whether a child is to be accepted or not. It is our wish for parents and carers to find a place for their child at the school of their choice. However, this is not always possible, due to excess demand on the places available.
- 2.4 A child's level of ability is irrelevant to this school's admissions policy, as are any special needs the child may have.

### **3 How parents and carers can apply for their child to be admitted to our school**

- 3.1 Our school is a voluntary controlled school, and it determines the admission arrangements in agreement with the local authority (LA). The Admissions Authority for our school is therefore the LA, which publishes its entry regulations every year. Parents and carers can receive a copy of these regulations directly from the LA.
- 3.2 The LA's annual admissions prospectus informs parents and carers how to apply for a place at the school of their choice. Parents and carers have a right to express their preference, but this does not, in itself, guarantee a place at that particular school. Application should be made on a form that can be obtained from the local Education Department, and should be returned by the date stipulated on that form. The school will notify parents and carers of the decision as soon as all the applications have been considered.
- 3.3 In this area, children enter school at the start of the academic year in which they become five. There is one admission date per year, early in September, i.e. when the autumn term begins. Therefore, parents and carers who would like their child to be admitted to this school during the year their child is five should ensure that they return the necessary application form by date stipulated by the LA annually.

4.1 If we do not offer a child a place at this school, this will be because to do so would prejudice the education of other children by allowing the number of children in the school to increase too much.

4.2 If parents and carers wish to appeal against a decision to refuse entry, they can do so by applying to Slough Borough Council. An independent panel considers all such appeals, and its decision is binding for all parties concerned. If the appeals panel decides that we should admit a child to whom we had refused a place, then we will accept this decision and continue to do all we can to provide the best education for all the children at our school. (Further details of appeal arrangements are set out in the revised Code of Practice on School Admissions Appeals, which came into force in September 2004.)

### **5 The standard number**

- 5.1 The 'standard number' is the number of children the LA considers the school can accommodate. The standard number for our school, which will accommodate the growth of the school to three-form entry throughout is:  
2016 - 540 (18 classes)  
2017 - 570 (19 classes)  
2018 - 600 (20 classes)  
2019 - 630 (21 classes)

NB: All excluding nursery provision.

We keep this number under review, and the governors will apply to change the number if circumstances change.

### **6 Sizes of classes for infants**

- 6.1 We teach primary children (aged four to eleven) in classes that have a maximum number of 30 children.

### **7 Monitoring and review**

- 7.1 This policy will be monitored by the governing body, who will always take due note of the guidance provided by the local Admissions Forum.
- 7.2 The policy will be reviewed every two years, or earlier in the light of any changed circumstances, either in our school or in the local area.

## The Langley Academy Primary

### Introduction

- 1 Through The Langley Academy Primary (TLAP), The Langley Academy Trust (the Trust) offers unique opportunities for children of all abilities with a philosophy based on providing an experience that allows them to become confident, independent and creative. In partnership with the co-located Langley Academy, the Trust's vision is to provide an outstanding all- through education offering an inspirational curriculum that supports the principles of both depth and breadth.
- 2 TLAP will act in accordance with the School Admissions Code, the School Admission Appeals Code, equalities law and the law on admissions.

### Admission Number

- 3 The Published Admission Number (PAN) for pupils into Reception is 90. TLAP will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants for the relevant year group are received, TLAP will offer places to all those who have applied.

### Process of Application

- 4 Arrangements for applications for places at TLAP in Reception will be made in accordance with Slough Borough Council's (SBC) coordinated admission arrangements. Parents must make their application to the local authority where they live on that authority's Common Application Form (CAF).
- 5 TLAP will use SBC's timetable for applications each year (exact dates may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within SBC.
- 6 All children whose Education Health Care Plan (EHCP) names TLAP will be admitted.

### Procedures where TLAP is oversubscribed

- 7 Where the number of applications for admission to Reception is greater than 90, after the admission of pupils with an EHCP where the school is named in the Statement, priority will be given to those children in the following order:

- (i) Looked after children and previously looked after children<sup>1</sup>
- (ii) Children of TLAP staff who have been employed for two or more years at the time at which the application for admission to the school is made or who have been recruited to fill a vacant position for which there is a demonstrable skills shortage.
- (iii) Children who have siblings at The Langley Academy (Primary or Secondary) at the time when they are admitted to the school<sup>2</sup>
- (iv) Children living in closest proximity to TLAP, as measured according to paragraph 8.

### Tie-break

- 8 The final criteria (distance) will always be utilised in the event of a tie-break. All distance measurements will be made by a straight line from the front door of TLAP to the front entrance of the applicant's permanent address<sup>3</sup> using SBC's measuring system. In the case of flats and other houses in multiple occupancy, lower floors will be deemed to be closer than higher ones. In the case of multiple flats on one floor, lower numbers will be deemed closer than higher ones.
- 9 Random allocation undertaken by an independent body other than TLAP will be used as a final tie-break in categories ii-iv above to decide who has highest priority for admission if the distance between a child's home and TLAP is equidistant in any two or more cases.

### Late applications

- 10 Applications received after 15th January (the primary admissions application deadline) will be considered late applications. Late applications will not be considered until after offers have been made to those who applied by the closing date.

### Deferrals

- 11 Parents of children offered a place in Reception can ask for their child's attendance at the school to be deferred until the term immediately after they reach compulsory school age - this is the term starting closest to 1st January or 1st April after their fifth birthday. Where entry is deferred, the place will be held open and not offered to another child.

Parents cannot defer entry beyond the beginning of the term immediately after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.

- 12 Parents can also request that their children attend part-time until they reach compulsory school age. Each request will be considered by TLAP on its merits.

### Nursery children

- 13 Parents of children attending any nursery unit attached to the school will need to apply for a place in Reception.

### Waiting Lists

- 14 TLAP will operate a waiting list (and this is managed by Slough Borough Council). Where in any year TLAP receives more applications than there are places available, a waiting list will operate until the end of the academic year. SBC will maintain the waiting list and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- 15 A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. On request, parents will be informed of the total number of children remaining on the list.
- 16 Children awarded a place on appeal take precedence over those on the waiting list. Likewise, looked after children, previously looked after children, and children placed within TLAP as a result of the operation of the Fair Access Protocol will take priority over those on the waiting list.

### Appeals

- 17 There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants. Details of how to appeal will be available from TLAP and will also be published on [www.langleyacademyprimary.org](http://www.langleyacademyprimary.org).
- 18 Appeals must be registered within 20 school days of the primary offer date.
- 19 The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education.

### In-year and casual admissions

- 20 Applications for in-year admission to Reception or admission to any other operational year group should be made directly to Slough Borough Council and the above over-subscription criteria will apply.

TLAP will have a total capacity for 630 pupils by 2021.

#### Notes

<sup>1</sup> A looked after child is a child who is a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in Section 22(1) of the Children Act 1989). A previously looked after child is a child who was looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). (See section 1.7 of The Admissions Code 2012.)

<sup>2</sup> Children are considered as siblings if they have brothers or sisters including step, adopted or foster brothers or sisters living permanently in the same family unit at the same address and attending the Academy (Primary or Secondary) at the time the child is due to start the Primary Academy. Please note this does not apply if the older sibling joined the Academy at sixth form level or if the older child is in Year 11 at the time of application.

<sup>3</sup> A child's permanent address is the place of normal residence during term time. Where parental responsibility is shared, the address of the parent/carer who receives the Child Benefit Allowance for the child will be taken as the permanent address, or, in cases where no Child benefit Allowance is received, the address that is utilised is that which is registered with their Doctor. Proof of residence can be asked for at any time, during the admissions process. This will normally be in the form of a recent council tax bill or a utility bill less than 3 months old.

### Western House Academy

Western House Academy will comply with the Schools Admissions and Appeals Codes. Western House Academy will be an inclusive school with no religious faith affiliations. The policy below sets out the admissions criteria for entry to Western House Academy in the academic year 2016/17 and 2017/18.

Western House Academy Council will determine the admissions criteria of Western House Academy. The Local Authority will administer the offer of places on its behalf.

#### Pupil Admission Number

Academic Year 2016/17:

90 places will be available for entry into Reception, Year One, Year Two, Year Three, Year Four, Year Five and Year Six.

Academic Year 2017/18:

90 places will be available for entry into Reception, Year One, Year Two, Year Three, Year Four, Year Five and Year Six.

## Oversubscription Criteria

If there are fewer applicants than places, all applicants will be accepted.

Where the Academy is oversubscribed, after the admission of pupils with statements of special educational needs which names the Academy, priority for admission will be given as follows:

1. A looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption residence, or a special guardianship order.
2. Children who suffer from a long-term medical or psychological condition, which make it necessary for them to attend Western House Academy. Applications must be accompanied by medical evidence from a GP or Hospital Consultant.
3. Children who have a member of the immediate family who suffer from a long-term medical or psychological condition which make it necessary for them to attend Western House Academy. Applications must be accompanied by medical evidence from a GP or Hospital Consultant.
4. Children who have a sibling living in the same household who currently attend the full time school (not the nursery) and will continue to do so on the date of admission. A sibling refers to a brother or sister, half brother or sister with one parent in common, adopted brother or sister.
5. Children living nearest the school. Distance will be measured in a straight line from the point set by Ordnance Survey at the child's home address and Lake Farm Park Academy using a computerised mapping system.

**Tie break:** If two addresses are the same distance from the academy, the offering of a place will be decided by lottery.

## Waiting List

Where the school fills all places, a waiting list will be maintained by the academy in the order of the over subscription criteria.

Where a place becomes available we will advise the Local Authority of the child who is top of the list so that the home Local Authority can inform the parent that an offer can be made on behalf of Western House Academy.

## Late applications

Late applications will be considered once all of the "on-time" applications have been allocated. After this, if a school place cannot be offered, they will be placed on the waiting list in order of the oversubscription criteria. Late applications cannot be placed at the bottom of the waiting list as it is considered that the child is being penalised twice and will therefore be placed on the waiting list in the same order as a timely application if a school place cannot be offered (2.14 of the Schools Admissions Code).

## In Year Application

Applications for In Year Admission is to be made direct to Western House Academy.

## Appeals

Parents who are refused a school place have the right to appeal to an Independent Appeal Panel.

## Other secondary schools

### Baylis Court School

As a Specialist Arts Academy the Governors are the Admissions Authority for Baylis Court School. This policy has been drawn up by the Governors in accordance with the Schools Admission Code and they will be responsible for all decisions about admissions.

The 2018 Published Admission Number (PAN) for Year 7 is 160.

Baylis Court School is an 11-18 Specialist Arts Academy for girls with a clear vision for academic excellence.

Priority will be given to applicants living within the school's catchment area; this being up to a 7 mile radius from the front door of the school. Distance will be measured (using the Local Authority's computerised measuring system) from the front door of the child's home address (including flats) to the main entrance of the school.

Children living outside the school's catchment area will only be considered for a place after the admission criteria and oversubscription criteria have been applied to children living within the catchment area.

### **Ethos**

Baylis Court School expects the very highest standards from all. We aim to provide a friendly and supportive environment where each girl can fulfil her true potential and grow in confidence as part of a cohesive community where all individuals are valued and respected.

The school is committed to developing all pupils' creativity across and beyond the curriculum to foster aesthetic appreciation and to maximise their academic, personal, and social accomplishments, and to deal creatively with challenges to become successful global citizens.

### **Admissions Criteria**

Pupils will be admitted in the following order:

- i) Children in public care (children who are in the care or interim care of a local authority), under the provisions of the Education (Admission of Looked after Children) Regulations 2006.
- ii) Special needs - children with social and medical grounds professionally supported by written evidence from a doctor, social worker or other relevant professional, stating that Baylis Court is the only school which could cater for the child's particular needs.
- iii) Specialist Arts Academy Places - 10% of applicants into year 7 will be admitted on the basis of aptitude for dance, drama or music in line with school's Specialist Status as an Arts Academy. Children who wish to be considered under this category must fill in an application form to be submitted directly to the school by Friday, 22nd September 2017 and attend an audition on Saturday, 7th October 2017. These arrangements will be applied for entry in September 2018.
- iv) Children of staff at the school. Priority will be given to children of staff in either or both of the following circumstances:
  - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or

- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

- v) Siblings, Twins and same-year siblings. Where applications are received from twins, triplets or same-year siblings the following procedure will be followed. If one child is selected for a place within their band the twin/triplet/same year sibling will be ranked in their band immediately below Looked After child.

A sibling is a child who has one or more parents in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility as defined in the Children Act 1989, Part 1, Section 3.

### **Oversubscription criteria**

If the school is oversubscribed a random electronic allocation system will be used to decide which of the children should be offered the remaining places. The use of random allocation will be independently monitored.

### **Application outside of the normal intake timetable**

Applications for admission into year groups outside of the normal intake timetable (i.e. for pupils moving into the designated area or wishing to transfer from another school) shall be allowed unless the year group into which admission is sought exceeds the size dictated by the Published Admission Number (PAN) of the school.

### **Appeals against non-admission**

The school will establish arrangements for appeals against non-admissions which will be independent of the school. Appeals shall be heard in accordance with the Schools Admission Appeals Code of Practice. Under this Code of Practice the school exercises its right not to consider further appeals for the same child within the same academic year.

Appeals will only be heard from parents who have first sought admission and been refused.

The school will agree any changes to its admissions with the Secretary of State for Education. Details of admissions and appeals arrangements will be published each year.

## Appendix

### i) Administrative Arrangements (10% aptitude Dance or Drama or Music)

It is the policy of the school not to accept applications for the 10% aptitude places after the set closing date, which for admissions in September 2018 is Friday 22nd September 2017. Any such late applications will be considered under the normal admissions criteria.

No second application for aptitude places will be considered.

Applications will be acknowledged in writing within ten days of receipt as proof of application. Parents should contact the school without delay if no acknowledgement is received.

Pupils will be invited to the school on Saturday 7th October 2017 to attend for audition. Independent assessor(s) will score pupils objectively against agreed criteria and they will be ranked in order of merit.

If a pupil gains a place under the 10% criterion and subsequently leaves the school the 'Arts' place may be offered first to an 'Arts' applicant held on the waiting list of the relevant year group.

### ii) Admissions to Sixth Form

Admissions to the Sixth Form will be in line with the published arrangements of the Herschel Consortium.

## Ditton Park Academy

Ditton Park Academy is a forward thinking, all ability school, inspiring learning and taking a significant lead in regenerating the heart of the Slough community - a local school for families in the neighbourhood. Our Admissions Policy reflects these aspirations.

Ditton Park Academy will provide secondary school places for young people aged 11-19 and the Admissions Policy for the Year 7 and Year 12 intakes is set out below.

Ditton Park Academy is committed to straightforward, open, fair and transparent practices and policy in relation to Admissions. The school will act in accordance with the Schools Admissions Code (as revised February 2012), the School Admissions Appeals Code and admissions law as they apply to Academies.

## Application Process

Ditton Park Academy will be part of the Local Authority's coordinated arrangements which requires all parents to complete a Common Application Form (CAF) provided by the Local Authority.

Copies of the form are available from the Admissions Team at Slough Borough Council or online at: [www.slough.gov.uk/admissions](http://www.slough.gov.uk/admissions) where full details of the application process are also available.

In completing the Common Application Form, Ditton Park Academy must be listed as one of the preferences on the LA form. Inaccurate or false information on the form could result in the place being withdrawn.

We will operate in keeping with the local Fair Access Protocol.

## Late Applications

Late applications will be dealt with according to the Local Authority coordinated scheme.

## Appeals

Those who are offered a place at Ditton Park Academy will be informed during the first week of March 2014 by the Local Authority. Parents who are not offered a place through this process have a right to appeal against the decision. Ditton Park Academy will use the independent appeals service provided by the Local Authority. Independent Appeals Panels are appointed in accordance with the Code of Practice for School Admissions Appeals and training is given to all who sit on these panels.

## Waiting Lists

If Ditton Park Academy is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list managed by the Local Authority and, should vacancies arise before the end of the autumn term, will be offered places in accordance with the published oversubscription criteria. At the end of the autumn term, the waiting list will cease to operate and parents would need to make an application for an 'in year' admission, managed by SBC, if they still want their child to be considered for a place at the school.

### Admissions policy: Year 7

Ditton Park Academy is an independent, state funded school which has an agreed Published Admissions Number of 180 per year for admission into year 7 (120 in 2014) and shall admit up to this number each year. All applicants will be admitted if fewer than 180 applications are received (or fewer than 120 in 2014).

Where the school receives more applications for year 7 than it has places available the criteria listed below will apply.

### Admissions Criteria

Children with a statement of Special Educational Need (SEN) where Ditton Park Academy is named on the statement must, by law, be admitted to Ditton Park Academy.

After this requirement has been met, places will be allocated in line with the following objective over-subscription criteria in this order:

- Any request for the allocation of a place for children looked after or formerly looked after (1) by the Local Authority and adopted children who were formerly looked after by the Local Authority will be admitted next.
- Children with a strong social or medical reason. This must be supported by written evidence from a professional such as a doctor or social worker involved in the case and must demonstrate why the school is the only one which the child can attend as a result of the social and/or medical need.
- Siblings of children who will be attending the school in the year of admission i.e. brothers or sisters including step, adopted or foster brothers or sisters living in the same family unit at the time when the child would be due to start at the school (note this criteria could not be applicable for the first round of applications for Ditton Park Academy in 2014).

(1) Note: "children looked after" by the Local Authority are those who are (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (See Section 22(1) of the Children Act 1989).

- Children of Ditton Park Academy staff who have been in post for at least two years at the time of the application and/or have been recruited to fill a vacant post in a demonstrable skill shortage area.
- Distance from the school measured by a straight line measured from the main on street entrance of the child's home (whether that be front gate or front door) to the main gate of the school using GIS software.

The final criteria (distance) will always be utilised in the event of a tie-breaker.

In the case of flats or multiple-occupancy measurement will be taken from the main entrance of the building. If this results in a tie, places will be allocated randomly and this process will be overseen by an independent body other than Ditton Park Academy.

Where the application of oversubscription criteria would result in splitting children with either the same birth dates or children born in the same academic year from the same family, then places will be offered even if this will result in the school going above its admission number.

### Admissions policy: Year 12

**Note:** students will not be admitted to Year 12 until such time as students from Ditton Park Academy reach the end of Year 11. There will therefore be no admissions into Year 12 until 2019.

This Admissions Policy will be the subject of consultation and review prior to the first year of admission for Year 12 students to ensure that the minimum criteria set for access to Post 16 courses are appropriate, fair and equitable.

The proposed number of Year 12 places will be 120.

### Capacity and admission number

Ditton Park Academy will operate a sixth form for a maximum total of 200 students. 120 places overall will be available in year 12 (the year 12 'capacity'), with pupils being admitted to year 12 in 2019. If fewer than 120 of the school's own year 11 pupil's transfer into year 12, additional external pupils will be admitted until year 12 meets its capacity of 120. There are a variety of Sixth Form courses on offer each with different entry requirements. Full details of these will be published annually in the Sixth Form prospectus and applicants should contact the school for information.

## Oversubscription criteria

The Academy will admit any pupils with a statement of Special Educational Needs whose statement names the academy and who meet the minimum entry requirements.

To be eligible for entry into the sixth form both internal and external pupils will be expected to have met the minimum academic entry requirements for the sixth form course and its level of qualification:

These are currently:

For level 3 courses: 5+ A\*-C grades at GCSE

For level 2 courses: 5+ A\*-E grades at GCSE

(The school will adopt the preferred progress measure of the government at the time of opening the sixth form)

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses the school offers for which they do meet the minimum academic requirements, providing these courses are not already full and oversubscribed. Course requirements are published annually on the school's website in the Sixth Form prospectus.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted. When there are more external applicants that satisfy any academic entry requirements, priority, will be given in the following order:

- Looked after children and former looked after children who meet the minimum entry requirements (2);
- Siblings of children who will be attending the school in the year of admission i.e. brothers or sisters including step, adopted or foster brothers or sisters living in the same family unit at the time when the child would be due to start at the school).
- Children of Ditton Park Academy staff who have been in post for at least two years at the time of the application and/or have been recruited to fill a vacant post in a demonstrable skill shortage area.

- Distance from the school measured by a straight line measured from the front gate/entrance of the child's home to the main gate of the school using GIS software.

The final criteria (distance) will always be utilised in the event of a tie-breaker. In the case of flats or multiple-occupancy measurement will be taken from the main entrance of the building. If this results in a tie, places will be allocated randomly and this process will be overseen by an independent body other than Ditton Park Academy.

## Review

This policy will be reviewed each year by Governors.

*(2) Note: "children looked after" by the Local Authority are those who are (a) in the care of a Local Authority or (b) being provided with accommodation by a Local Authority in the exercise of their social services functions (See Section 22(1) of the Children Act 1989.*

## Eden Girls' School, Slough

### Determined Admission Arrangements for Eden Girls' School, Slough for 2018/19

Eden Girls' School, Slough is part of the Tauheedul Education Trust. The Tauheedul Education Trust has devolved operational responsibility for managing admissions to the Local Governing Body of Eden Girls' School, Slough.

As an 11-18 progressive and inclusive Muslim faith school, the Governing Body will consider all applications equally without reference to faith.

### Year 7 Admissions for Eden Girls' School, Slough

The admissions process is part of the Slough Borough Council's determined scheme for co-ordinated admissions to secondary schools.

All applicants are required to complete their home Local Authority's common application form by 31st October 2017.

Parent(s)/carer(s) will be advised of the outcome of their application on 1st March 2018. The published admission number for the Year 7 intake in 2018 is 120.

All applicants will be admitted if 120 or fewer apply.

If the school is oversubscribed, the school will admit girls in accordance with the oversubscription criteria below, once all girls with a statement of special educational needs or education, health and care plan, naming the school, have been admitted.

### Oversubscription criteria

1. Looked after girls or a girl who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order (see note 1).
2. Girls with a sibling who is a pupil already attending Eden Girls' School, Slough at the time of both application and admission (see note 2).
3. Daughters of staff employed at Eden Girls' School, Slough for 2 or more years at the time at which the application for admission is made, and/or the member of staff has been recruited to fill a post where there is a demonstrable skill shortage (see note 3).
4. Girls for whom the Governing Body accepts that they have proven, exceptionally strong special, medical or social circumstances, which are directly relevant to attendance at Eden Girls' School, Slough.

Professional supporting evidence must be provided by the parent(s)/carer(s) from e.g. a consultant, doctor, psychologist, social worker or from another professional. A place will only be offered, if the Governing Body accepts the view of the professional, which confirms that the existing medical or social difficulties will be exacerbated if admission is not offered at Eden Girls' School, Slough (see note 4).

5. A maximum of 50% of the remaining places will be allocated to girls who reside in the SL1 postcode area.
6. All other girls who live nearest from home to Eden Girls' School, Slough including those who were refused admission under oversubscription criterion 5.

### Tie-breaker

If any criteria are oversubscribed, then priority will be given to those girls who live nearest from home to school. The distance will be measured in a straight line from the front door of the girls' address to the main gate of the school using Slough Borough Council's computerised mapping system, which uses the Ordnance Survey integrated network. If the distance between the girls' homes and the school is the same, which includes the same geographical property reference (such as a block of flats), then random allocation will be used as a tie-breaker.

The random allocation process will be undertaken by Slough Borough Council's School Admissions Team at the Council Offices in the presence of a school representative.

### Address

The address given must be where the child and parent(s)/carer(s) live permanently. It must not be the child minder's, grandparent's or other relative's address. If parent(s)/carer(s) share custody of a child, then the Governing Body may request to see the court order, child tax credit letter, child benefit letter, medical card or other evidence to establish where the child is resident for the majority of the time during the weekdays. If there is joint custody for the child, then the address of the parent(s)/carer(s) receiving the child benefit will be used.

### Notes:

1. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to a school. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). Under the provisions of s14 of the Children and Families Act 2014, which amend section 8 of the Children Act 1989, residence orders have now been replaced by child arrangement orders. Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
2. Siblings refers to full, half, adopted, step, foster sisters or the daughter of the parent(s) / carer(s) partner; and, in every case, the girl must be living in the same family unit at the same address.
3. A girl will be eligible for consideration when her parent(s)/carer(s) confirm on the home Local Authority's common application form that they are employed at Eden Girls' School, Slough for 2 or more years at the time at which the application for admission is made, and/or they have been recruited to fill a post where there is a demonstrable skill shortage.
4. It is important that you state on the application form and if required, attach a letter, clearly setting out your reasons for requesting admission under the medical or social criteria. You must also provide written supporting evidence from a professional with the application form. The letter from the professional must confirm that the existing medical or social difficulties will be exacerbated if admission is not offered at Eden Girls' School, Slough.

The supporting evidence from the professional must be submitted by 31st October 2017. If the evidence from the professional is received after 31st October 2017, then the Governing Body will accept this as long as it is received by 8th December 2017, at the very latest.

### Multiple births

If children of multiple births (twins and triplets) and siblings require admission in the same year group and there is only a single place left within the published admission number, the Governing Body will offer places above the published admission number.

## Late applications

Unless there are exceptional reasons for the late submission of the common application form, late applications will not be considered at the same time as applications that were received by the closing date.

When determining whether exceptional circumstances apply, the Governing Body may consider the following information:

- Parent(s)/carer(s) moving into the area after the closing date.
- Parent(s)/carer(s) were abroad for the whole period between the publication of the Local Authority's composite prospectus and the closing date of the application form.
- Parental/child illness which required hospitalisation for a significant period between the publication of the Local Authority's composite prospectus and the closing date of the application form.

No late applications will be considered after 8th December 2017. These late applications will be considered after all the others that were received on time and placed on the waiting list in order, according to the oversubscription criteria. Applications made after the start of the autumn term 2018 will be treated as an in-year application.

## Waiting list

Parent(s)/carer(s) of girls who are refused admission for Eden Girls' School, Slough's year 7 group each September, will automatically be included on the waiting list for the school, where Eden Girls' School, Slough is a higher preference than the school where your daughter was allocated a place. Parent(s)/carer(s) who wish their child's details to be included on the waiting list for Eden Girls' School, Slough, even though a place has been allocated at a higher preference school, should contact Slough Borough Council's School Admissions Team.

The position on the waiting list will be determined by the priority order of the admission policy and nothing else. When the number of girls admitted to the school drops below the published admission number, a place will be offered to the child who is at the top of the waiting list.

Details of children who were refused admission under oversubscription criterion 5 and oversubscription criterion 6 will be on the waiting list for oversubscription criteria 5 and 6. If a place becomes available from oversubscription criterion 5, then a place will be offered to the child who is at the top of the waiting list for oversubscription criterion

5. If a place becomes available from oversubscription criterion 6, then a place will be offered to the child who is at the top of the waiting list for oversubscription criterion 6.

The position on the waiting list may change. They may move up or down each time a child is added or removed, or when the change in circumstances of the child requires her to be considered against a different priority order of the school's oversubscription criteria. Looked after children, previously looked after children, and those allocated a place at the school in accordance with the Fair Access Protocol must take precedence over those on the waiting list.

The waiting list will be maintained by Slough Borough Council, in accordance with the school's oversubscription criteria, until 31st December in the academic year of Year 7 admission. Parent(s)/carer(s) are advised to contact the school, if they want their daughter's details to be kept on the waiting list, from the spring term onwards.

The in-year admission waiting list will be maintained by the school, in accordance with the school's oversubscription criteria.

## Withdrawing an offer of a place

The Governing Body reserves the right to withdraw an offer of a place if:

- It was made in error.
- Parent(s)/carer(s) fails to respond to the offer of a place within a reasonable period of time.
- It is established that the offer of a place was obtained through a fraudulent or misleading application.

Where parent(s)/carer(s) fail to respond to the offer of a place, the Governing Body will give the parent(s)/carer(s) a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date. Where an offer of a place is withdrawn on the basis of misleading information, the Governing Body will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

The Governing Body will not withdraw the offer of a place once the girl has started at the school, except where that place was fraudulently obtained. In deciding whether or not to withdraw the offer of a place, account will be taken of the length of time the girl has been at the school. Where the girl has been at the school for less than a term, the Governing Body may consider it to be appropriate to withdraw the place.

### **Admission of children outside their normal age group**

Parent(s)/carer(s) may seek a place for their child outside of their normal age group, for example, if a child is gifted and talented or has experienced problems such as ill health.

Parent(s)/carer(s) of children who are already of secondary school age must submit their written request for admission out of the normal age group to the Governing Body. If their request is agreed and a place is available in the requested year group, the child will be admitted.

Parent(s)/carer(s) of children who wish to seek admission to Year 7 outside their normal age group (i.e. who are currently placed in a lower year group) will need to submit a normal common application form to the Local Authority (in writing or online) for admission into the normal age group at the same time as they submit a written request to the Governing Body for their child to be admitted out of the normal age group.

Please note the Governing Body will not honour a decision made by another admission authority on admission out of the normal age group. Parent(s)/carer(s), therefore, should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

The Governing Body will make a decision on the request before the Secondary national offer date, if at all possible.

If the request is agreed, the parent(s)/carer(s) must make a new application for the next main admission round the following year, and their current application for the normal age group should be withdrawn before a place is offered.

If their request for admission outside the normal age group is refused, parent(s)/carer(s) must decide whether to accept the offer of a place for the normal age group that they receive from the Local Authority, or to refuse it and make a further in-year application to the Governing Body for their child to be admitted outside their normal age group when they leave the current primary school.

Parent(s)/carer(s) seeking admission of their child outside their normal age group must send their written request to the Governing Body. It is the responsibility of the parent(s) / carer(s) to provide the Governing Body with all relevant information relating to this request which is outlined below:

- Evidence to show that the child is currently or has previously been educated outside the normal age group and/or they may naturally have fallen into a lower age group if it were not for being born prematurely
- Letter from the Headteacher at the current school outlining the level of work undertaken, the progress being made and evidence that the child will learn more from being in a group that is outside their normal age group
- Letter from the Headteacher at the current school regarding the child's social and emotional development and the likely impact of the admission
- Existing professional assessment reports either from the LA's educational psychologist or an independent educational psychologist
- Medical history of the child along with a letter from the Consultant/GP outlining the benefits of admission outside their normal age group.

The Governing Body is required to take into account the views of the Headteacher on the application as well as the information from the parent(s)/carer(s).

The Governing Body will make their decision on the basis of the circumstances of each individual case, and in the best interests of the child concerned. The Governing Body will then inform the parent(s)/carer(s) of their decision on the year group the child should be admitted to and will provide the reasons for their decision.

Parent(s)/carer(s) have a statutory right to appeal to an independent appeal panel against the refusal of a place at a school for which they have applied.

As the purpose of the appeals process is to consider whether a child should be admitted to a particular school, the right of appeal does not apply if they are offered a place at the school but it is not in their preferred year group. However, they may make a complaint about the Governing Body's decision not to admit their child outside their normal age group.

### **In-year admission**

In-year admission is the process of applying for admission into an existing year group within a school. It does not refer to Year 6 to Year 7 transfer into secondary school in September. Applications made after the start of the autumn term 2018 will be treated as an in-year application.

The in-year admission process is managed by Slough Borough Council. Parent(s)/carer(s) are required to complete the application form, which is available from and returnable to Slough Borough Council.

For some girls, it may not be possible to secure admission under the in-year admission process. Where this is the case, Slough Borough Council will apply the Fair Access Protocol to secure the most appropriate educational provision for these girls.

For girls who have a statement of special educational needs or education, health and care plan, the in-year admission process will not apply. Their request for admission will be dealt with by the home Local Authority's Special Educational Needs Team.

### **Appeals**

Parent(s)/carer(s) have a legal right of appeal to an independent appeal panel against the decision not to offer admission at Eden Girls' School, Slough. The appeals process will be administered by Educationappeals Dotcom Ltd, on behalf of the school. Parent(s)/carer(s) who wish to appeal will be advised in writing to contact the school for an appeal form.

Parent(s)/carer(s) will be given at least 20 school days to prepare and submit their written case to the independent appeal panel. They will normally receive 14 days' notice of the place and time of the hearing, if they wish to attend, in order to present the case in person.

The decision letter from the independent appeal panel, which will include the reasons for the decision will be communicated to all parties as soon as possible, but no later than 5 school days, after the hearing.

### **Re-appeals**

Parent(s)/carer(s) do not have the right to a second appeal in respect of the same year group, unless in exceptional circumstances, the Governing Body has accepted a 2nd application from the parent(s)/carer(s) because of a significant and material change in the circumstances of the parent(s)/carer(s), child or school but were still refused admission.

### **Herschel Grammar School**

1. The school's standard admission number is 150.
2. Students will be admitted to the School at the age of 11 on the basis of their ability as determined by their performance in 11+ entrance tests set and administered by the Slough Consortium of Grammar Schools. The procedures for testing are outlined in the Slough Consortium of Grammar School - a Guide to the 11+ Test document published by the Consortium.
3. A standardised score of 111 or above in the entrance tests means that an applicant is eligible for consideration for admission to the School.
4. Looked After Children or previously Looked After Children (Note a) will take priority over all other applicants provided they are eligible for consideration. If this happens during the normal admission round, the number of places available to other applicants will be reduced accordingly.
5. Pupils who have an Education Health and Care Plan (formerly a statement of Special Educational Needs) who have reached the required standard and who have named Herschel Grammar School specifically on the statement will be admitted automatically. If this happens during the normal admission round, the number of places available to other applicants will be reduced accordingly.

6. Up to 30 places will be offered to eligible applicants with a permanent home address within 10 miles of the school who are eligible for the Pupil Premium at the closing date for submission of the Common Application Form (Note b). Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance gate of the school, using Slough's Geographical Information System (GIS), with those closer to the school receiving the higher priority (Notes c and d). If this happens during the normal admission round, the number of places available to other applicants will be reduced accordingly.
7. To resolve issues of oversubscription, where the number of pupils who have achieved the required standard in the tests by gaining an overall score of 111 or more exceeds the number of places still available, the remaining places will be allocated according to the following oversubscription criteria in this order of priority:
  - (i) the next 60% of the remaining pupils in rank order of performance in the tests;
  - (ii) children of permanent members of the school staff who have been continuously employed by the school for a period of not less than 2 years prior to the closing date for applications.
  - (iii) proximity to the school. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance gate of the school, using Slough's Geographical Information System (GIS), with those closer to the school receiving the higher priority (Notes c and d).
8. In the event of one or more eligible pupils being tied for a final place or places within criteria (i), (ii), or (iii), priority will be decided according to proximity to the school. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance gate of the school, using Slough's Geographical Information System (GIS), with those closer to the school receiving the higher priority.
9. A waiting list will be held for all eligible pupils who may not be offered a place initially due to oversubscription. This waiting list will operate for one term after the commencement of the academic year and places will be offered in accordance with the oversubscription criteria set out above.
10. No child will be admitted to the school, other than at the start of Year 7, unless there are available places and are eligible in the school's entrance examination.

Any pupil who has taken the Slough Consortium 11+ test and who has not achieved the eligibility mark will not be permitted to re-sit an entrance examination for Herschel Grammar School whilst in Years 7-11 and will not be considered for entry into the school.
11. The maximum number of places in the Sixth Form is 300. The intended number of students admitted from outside the school is 40. There are a variety of A Level courses on offer, each with different entry criteria. Full details of the Sixth Form admission requirements (both general and the subject specific) are published annually in the Sixth Form Course Information Booklet which is available on the school's website. Conditional offers of Sixth Form places will be based on whether an applicant's predicted GCSE grades meet these requirements. A supportive reference from the current school attended will be requested.
12. The school will establish arrangements for all appeals against non-admission, which will be independent of the school.
13. The school will publish details of admissions and appeals arrangements every year.

### Notes

- a) *Currently Looked After Children are defined as children who are (a) in the care of a Local Authority, or (b) being provided with accommodation by a LA in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application to the school is made. Previously Looked After Children are defined as those who were looked after but ceased to be so because they were adopted (in accordance with Section 46 of the Adoption and Children Act 2002), or subject to a residence order (in accordance with Section 8 of the Children Act 1989) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).*
- b) *Parents wishing to have eligibility for Pupil Premium considered as part of the admissions process must be able to demonstrate that they are in receipt of free school meals at the closing date for the Common Application Form, or have been in receipt of income-related free school meals at any time since 1 September 2012.*

- c) *In applying these admission arrangements, your permanent home address will be defined as the permanent place of residence of the parent with whom the applicant spends the majority of his/her time. The home address must be the address where the applicant is living at the time of application and before the closing date for applications. Where parents/carers share responsibility for part of the week, then both home addresses must be quoted. The school may check the authenticity of the address stated. Proof of residence or further information may be requested and must be provided.*
- d) *If the main address has changed temporarily, for example where a family is renting a property on a Short Term Tenancy Agreement (12 months or under), then the parental address remains that at which the parent was resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not easily reversible. The Governors may refuse to base an allocation on an address which might be considered only a temporary address.*

## The Langley Academy

### Aim of the academy

To provide unique and enriching opportunities for all.

#### 1 General

- 1.1 The Langley Academy is an inclusive school and welcomes children from the whole of the Slough area and beyond. The Governors are also committed to ensuring that the admissions to the Academy reflect the full range of ability.
- 1.2 The Langley Academy admits up to 180 students to Year 7 each September.
- 1.3 In order to ensure that the intake to the Academy represents the full range of ability, the Academy uses student banding as part of its admissions arrangements if it is oversubscribed. Other than to determine the ability band into which a student will be placed, the assessment of a student's ability plays no other part in the admission arrangements for The Langley Academy.
- 1.4 All applications received are considered on an 'equal preference' basis.
- 1.5 Admissions to The Langley Academy are co-ordinated through the Slough LA's Co-ordinated Scheme and its timetable. Applications should be submitted on the Common Application Form to the local authority responsible for the parental address. In addition to naming the Academy as a preference on the SBC CAF form, parents/carers must also complete The Langley Academy Registration form which is available on the Academy website.
- 1.6 All students with a Statement of Special Educational Needs that names The Langley Academy will be admitted if it is felt the Academy can meet their needs.

#### 2 Oversubscription criteria

2.1 If there are more applicants than the number of places available the following oversubscription criteria will be applied. All applicants who name the Academy as a preference on the SBC CAF Form, including those with a Statement of Special Educational Needs that names the Academy, will be asked to take an NFER non-verbal reasoning test (or similar) and based on their test score will be placed in one of nine equal ability bands, with the same number of places in each band. After places have been allocated to children with a Statement of Special Educational Need that names The Langley Academy, places within each band will be allocated in the following order of priority:

- (i) Children in Public Care (Looked After Children)
- (ii) Children of staff at the Academy (to include any school formally linked through the Langley Academy Trust) in either or both of the following circumstances a) where the member of staff has been employed at the Academy for two or more years at the time at which the application for admission to the Academy is made, and b) where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.  
(If there are more children than places available then the distance criterion shall be applied\*)
- (iii) Children who attend a primary school that is formally linked with The Langley Academy through The Langley Academy Trust (TLAT). Currently this includes Parlaunt Park Primary Academy and, from September 2021, The Langley Academy Primary. (If there are more children than places available then the distance criterion shall be applied\*)

- (iv) Siblings - children are considered as siblings if they have brothers or sisters, half brother or sister including step, adopted or foster or the child of the parent/carer's partner where the child for whom the Academy place is sought is living permanently in the same family unit at the same address as the sibling and attending The Langley Academy in years 7 to 10 at the time the child is due to start the Academy. (Please note this does not apply if the older sibling joined the Academy at sixth form level or if the older child is in Year 11 at the time of application. Also note that if there are more children fulfilling the sibling criteria than spaces available in any band then the distance criteria shall be applied \*)
- (v) Other applicants on the basis of proximity of the home address to the Academy. (Distance will also be used as a tie break in category (iii) siblings above to decide who has the highest priority for admission in the band)

- 2.2 \*Distance criterion - All distance measurements are made by a straight line from a fixed point within the Academy's site to the front entrance of the applicant's place of residence. In the case of flats and other houses in multiple occupancy, lower floors are deemed to be closer than higher ones. In the case of multiple flats on one floor, lower numbers will be deemed closer than higher ones.
- 2.3 A child's permanent address is the place of normal residence during term time. Where parental responsibility is shared, the address of the parent/carer who receives the Child Benefit Allowance for the child will be taken as the permanent address.
- 2.4 If places become vacant in a band, for example, because parents/carers accept offers of places at other schools, and no applicants in those bands remain without a place, they will be evenly filled by children falling into the next nearest bands (i.e. the bands on either side, or below or above, if the first child is selected by proximity from the band above, the next will be selected by proximity from the band below.)

- 2.5 Late applications are dealt with in accordance with the procedures set down by Slough LA as part of their co-ordinated scheme.
- 2.6 The Academy provides reasonable opportunities for children to take the NFER test that is used to determine the ability band for each child, but with the exception of children with a Statement of Special Educational Needs that names The Langley Academy, children who have sat the Academy's NFER test will be given priority over those who have not.

### 3 Waiting Lists

- 3.1 Where in any year The Langley Academy receives more applications for places than there are places available a waiting list is maintained by the Academy from 1 September to 31 October of the year to which the allocation applies. It is open to any parent/carer to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- 3.2 A child's position on the waiting lists is determined solely in accordance with the oversubscription criteria set out in Section 2 above. Where places become vacant they are allocated to children on the waiting list in accordance with the published oversubscription criteria.
- 3.3 Children who are the subject of a direction by the Secretary of State to admit, or are allocated to the Academy in accordance with Slough LA's In-Year Fair Access Protocol, will be given precedence over children on the waiting list.

### 4 In Year Admissions

- 4.1 Subject to any provisions in the Slough LA's co-ordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the Academy will consider all such applications and if the year group applied for has a place available, a place will be offered. If a place is not available, the parent/carer can ask for his or her child's name to be added to the waiting list. Parents/carers whose application is turned down are entitled to appeal to an independent appeals panel.

## 5 Appeals

5.1 Parents/carers who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents/carers wishing to appeal should obtain an appeal form from the Academy. The form should be sent to reach the Clerk to the Appeal Panel, care of The Langley Academy, within 14 days of the date of the letter confirming the governors' decision not to offer a place. Should an appeal be unsuccessful, the governing body will not consider further appeals within the same academic year unless there have been significant or material changes in the child's circumstances.

## 6 Arrangements for admission to post 16 provision

- 6.1 The Langley Academy will publish specific criteria in relation to minimum entrance requirements for the range of courses available based upon GCSE grades or other measures of prior attainment and any specific entry requirements for individual courses. These will apply to both transfers from Year 11 and new admissions to Year 12.
- 6.2 Good conduct and attendance is a requirement for admission into The Langley Academy 6th Form.
- 6.3 After the application of the criteria referred to in paragraph 6.1 the following additional factors will be taken into account in the allocation of places for admission to Year 12:
- (i) The availability of courses which best suit the applicant's preferences.
  - (ii) The effective use of staff resources.
- 6.4 The following additional factors will be taken into account in the allocation of places for admission to Year 13:
- (i) At least 3 A-D grades at AS level for students wishing to continue with A2 levels in 3 subjects.
  - (ii) 10 BTEC assignments completed to at least PASS level.
  - (ii) Good attendance to lessons.  
An exemplary behaviour record.
- 6.5 If more candidates fulfil the requirements of paragraph 6.1, after allowing for transfers from Year 11, the available places will be allocated in the following order:

- (i) Students in Public Care.
- (ii) Proximity of the student's home address to the Academy.

- 6.6 Students will be considered on an individual basis for a re-take Year 12 option taking into consideration student conduct, behaviour, attendance and progress.
- 6.7 We look to avoid fixed term exclusions; students can leave the 6th Form based on mutual agreement between the student and The Langley Academy.
- 6.8 There will be a right of appeal to an Independent Appeals Panel for unsuccessful applicants.

## 7 Other points to note:

- 7.1 Twins and same-year siblings  
Where applications are received from twins, triplets or same-year siblings the following procedure will be followed. If one child is selected for a place within their band the twin/triplet/same year sibling will be ranked in their band immediately below Looked After children.
- 7.2 Confirmation of Address  
Home addresses supplied to the Academy will be confirmed with each applicant's primary school, or by other means. In any case of dispute parents/carers will be asked to provide appropriate documentary evidence to confirm address and residency. If false or misleading information is used to gain entry to the Academy, the offer of a place shall be withdrawn.

## Langley Grammar School

### Admission numbers

1. The School's planned admission number (PAN) for entry into Year 7 in September 2018 is 180.
2. For entry into Year 12, there will be a minimum of 20 places for external students who have met the entry requirements in addition to students from the School's own Year 11 cohort who have met the entry requirements.

### 11+ Admission (Year 7 in September 2018)

3. Students will be admitted to the School at the age of 11 on the basis of their ability as determined by their performance in the 11+ entrance examination set and administered by the Slough Consortium of Grammar Schools. The procedures for testing are outlined in the Slough Consortium of Grammar School - a Guide to the 11+ Test document published annually by the Consortium.
  4. A standardised score of 111 or above in the entrance examination means that an applicant is eligible for consideration for admission to the School.
  5. Looked After Children, or children who have been previously looked after [See note (a)], will take priority over all other applicants provided they are eligible for consideration. If this happens during the normal admission round, the number of places available to other applicants will be reduced accordingly.
  6. Children who have an Education Health and Care Plan (formerly a statement of Special Educational Needs) which names the School will be admitted automatically provided they are eligible for consideration and the School can meet the needs. If this happens during the normal admission round, the number of places available to other applicants will be reduced accordingly.
  7. To resolve issues of oversubscription, the School operates a series of Priority Admission Areas as described in the notes [See note (b)]. Where the number of eligible applicants exceeds the number of places available, places will be allocated according to the oversubscription criteria below. In all cases, students must have taken the Consortium 11+ tests and achieved equal to or higher than the eligibility score of 111.
    - a) Eligible applicants with a permanent home address [See notes (c) & (d)] within the school's Priority Area 1.
    - b) Eligible applicants with a permanent home address [See notes (c) & (d)] within the school's Priority Area 2 and who attract Pupil Premium funding at the closing date for submission of the Common Application Form [See note (f)]
    - c) Eligible applicants who are children of permanent members of the School staff who have been continuously employed by the school for a period of not less than 2 years prior to the closing date for applications or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
    - d) Eligible applicants with a permanent home address [See notes (c) & (d)] within the school's Priority Area 2, in rank order of performance in the admission examination.
    - e) Eligible applicants who live within the school's Priority Area 3, in rank order of performance in the admission examination.
    - f) Eligible applicants who live outside the Priority Admission Areas, in rank order of performance in the admission examination.
  8. In the event of two or more eligible applicants being tied for the final place or places, places will be allocated to the applicants whose permanent home address is nearest to the School. [See notes (c), (d) & (e)]. If applicants still remained tied, the Governors will exercise their discretion to admit above the Planned Admission Number.
  9. Year 7 admissions to Langley Grammar School are co-ordinated through the Slough LA's Co-ordinated Scheme and its timetable. Applications should be submitted on the Common Application Form to the local authority responsible for the parental address.
  10. A waiting list will be held for all those applicants who score 111 and above but who may not be offered a place initially due to oversubscription. This waiting list will operate until the end of December 2018.
- ### Admission to Years 8-11
11. Admissions after the initial year of entry will depend upon the availability of a place, and suitability of a student for a grammar school education as determined by the School's assessment procedures. Applicants who have previously sat the Consortium 11+ admission examination but did not attain a score of at least 111 will not be eligible for consideration for entry to Years 8-11.

## Admission to the Sixth Form

12. The intended number of students starting Year 12 in September 2018 is a minimum of 160. The planned admission number for applicants from outside the school is a minimum of 20. A variety of Sixth Form courses are offered, with different entry requirements; full details of these are published on the School website in the Sixth Form Course Guide together with general information about the application process.

13. The minimum entry requirements for admission to Year 12 apply equally to both internal and external applicants and are based on:

- a) a minimum average points score across all GCSE or equivalent qualifications taken; [See note (g)];
- b) minimum grades in both GCSE English Language and GCSE Mathematics (reformed qualifications);
- c) specific minimum GCSE grades or other academic entry criteria for the particular A Level subjects to be taken.

Full details are given in the Sixth Form Prospectus and Sixth Form Course Guide published annually on the school website [See note (g)]

14. In the event of the number of external applicants exceeding the planned admission number into Year 12, the following oversubscription criteria will apply:

- a) Looked After Children, or children who have been previously looked after, [See note (a)] who meet the general entrance requirements as described in paragraph 13;
- b) Applicants who meet the specific requirements for the subjects they intend to study, in rank order of GCSE average points score.

The Governors may exercise their discretion to admit above the planned admission number in order to ensure that the minimum target number of 160 students in Year 12 is reached.

## Appeals

15. The School will establish arrangements for appeals against non-admission, which will be independent of the School.

## Notes (these form part of the admission arrangements)

- a) Looked After Children are defined as children who are (a) in the care of a Local Authority, or (b) being provided with accommodation by a LA in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application to the school is made. Previously Looked After Children are defined as those who were looked after but ceased to be so because they were adopted (in accordance with Section 46 of the Adoption and Children Act 2002), or subject to a residence order (in accordance with Section 8 of the Children Act 1989) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).
- b) The School's Priority Admissions Areas are defined using postcodes as follows:
 

Priority Area 1 (Inner)	SL3 7, SL3 8, SL3 9, SL3 0
Priority Area 2 (Outer)	SL0, SL1, SL2, SL3 (outside Area 1), SL4 TW18, TW19, TW20 UB3, UB4, UB7, UB8, UB10
Priority Area 3 (General)	SL5, SL6, SL7, SL8, SL9 TW3, TW4, TW5, TW7, TW13, TW14, TW15 UB1, UB2, UB5, UB6, UB9 HA1, HA2, HA3, HA4, HA5, HA6 W5, W7, W13 RG12, RG42
- c) Permanent home address will be defined as excluding any business address or a relative or childminder's address, and must be the permanent place of residence of the parent/carer with whom the applicant spends the majority of his/her time. Applicants must have been continuously resident at this address since 1st May 2017, ie six months prior to the closing date for the Common Application Form. The school may check the authenticity of the address stated; proof of residence or further information may be requested and must be provided. If the permanent home address of an applicant is incorrectly stated or a parent/carer submits false or misleading information or deliberately withholds any relevant information, the application will be invalid and will result in the withdrawal of an offer of a place or a place already accepted at the School. Where Service families or other Crown Servants who often move within the UK and from abroad, are posted to the area, we will allocate a place in advance of the family move if an official government letter is provided declaring a relocation date and an intended address.
- d) If the main address has changed temporarily, for example where a family is renting a property on a Short Term Tenancy Agreement (12 months or under), then the parental address remains that at which the parent/carer was resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not easily reversible. The Governors may refuse to base an allocation on an address which might be considered only a temporary address. If the parent/carer submits false or misleading information or deliberately withholds any relevant information, the application will be invalid and will result in the withdrawal of an offer of a place or a place already accepted at the School.
- e) Distances will be measured using a computerised mapping system. The measurement is taken from the address point of the applicant's home to the address point of the school. It does not take into account the actual or expected route a child will travel to school.
- f) Parents/carers whose children attract the Pupil Premium funding must be able to demonstrate that they are in receipt of free school meals at the closing date for the Common Application Form, or have been in receipt of income-related free school meals at any time since 1 September 2012.
- g) The Sixth Form Prospectus and the Sixth Form Course Guide form part of the school's determined admissions arrangements and are published annually on the school website.

## Advice (this is not part of the admissions arrangements)

The Priority Admission Areas represent the geographical area in which almost all students across the school live. It is anticipated that the school will continue to be heavily oversubscribed and that applicants living outside these defined areas therefore have no realistic chance of being offered a place under these admission arrangements.

### **Lynch Hill Enterprise Academy**

Lynch Hill Enterprise Academy is a learning environment at the heart of its community. We promote care and respect, and expect high standards in all aspects of Academy life. Our Admissions Policy reflects these aspirations.

Lynch Hill Enterprise Academy is an all ability school which provides secondary school places for young people aged 11-19 and the Admissions Policy for the Year 7 and Year 12 intakes is set out below.

Lynch Hill Enterprise Academy is committed to straightforward, open, fair and transparent practices and policy in relation to Admissions. The school will act in accordance with the Schools Admissions Code (as revised February 2012), the School Admissions Appeals Code and admissions law as they apply to Academies.

#### **How to apply**

Lynch Hill Enterprise Academy will be part of the Local Authority's coordinated arrangements which requires all parents to complete a Common Application Form (CAF) provided by the Local Authority.

Copies of the form are available from the Admissions Teams at Slough Borough Council or online at: [www.slough.gov.uk/admissions](http://www.slough.gov.uk/admissions) where full details of the application process are available.

In completing the Common Application Form, Lynch Hill Enterprise Academy must be listed as one of the preferences on the LA form. Inaccurate or false information on the form could result in the place being withdrawn.

Applications must be submitted by 31st October 2016. We will operate in keeping with the local Fair Access Protocol.

#### **Late applications**

Late applications will be dealt with according to the Local Authority coordinated scheme.

#### **Appeals**

Those who are offered a place at Lynch Hill Enterprise Academy will be informed during the first week of March 2017 by the Local Authority. Parents who are not offered a place through this process have a right to appeal against the decision. Lynch Hill Enterprise Academy will use an independent appeals panel.

Independent Appeals Panels are appointed in accordance with the Code of Practice for School Admissions Appeals and training is given to all who sit on these panels.

#### **Waiting List**

After 1 March 2017, if the school has more applicants than places available, a waiting list will be administered. A child's position on the waiting list is determined by applying the over-subscription criteria as described below. Positions on the waiting list may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on the waiting list.

Waiting lists will be maintained until such time as the policy is changed, to fill places that may become available during the school year. Parents will receive periodic requests to see if they wish to remain on the list. Children who are the subject of a direction by the local authority to admit, or who are allocated to Lynch Hill Enterprise Academy in accordance with an in-year fair access protocol will take precedence over those on the waiting list.

#### **Administration and Verification of Information**

Applications are processed on the basis of the child's single permanent home address, the definition of which is included below. Temporary addresses cannot be used to obtain school places, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted. Evidence is required of a single address. Where this is changing, evidence regarding the new address, and disposal of the previous address through a contract for sale or otherwise, will be required. Parents will be asked to declare that the address used will be their place of residence beyond the date of the pupil starting school. The school will reserve its right to carry out further investigation and require additional evidence, and to reject applications or withdraw offers of places, if it believes it has grounds to do so. In such cases parents have recourse to putting their application through the independent appeals process.

If an applicant is moving house and wishes to use the new address for the allocation of places, evidence will be required that the parent and child has moved and are living in the new home by 1 January 2017.

If the move takes place later or information is provided later, the school will only be able to treat the new address for waiting list purposes and consider this information after the initial allocation of places has taken place.

False information, or the omission of material information, may result in disqualification, or the loss of a place even after it has been offered, accepted or taken up.

### Admission to Year 7

Lynch Hill Enterprise Academy is an independent, state funded school which has an agreed Published Admissions Number of 180 per year for admission into Year 7 and shall admit up to this number each year. All applicants will be admitted if fewer than 180 applications are received.

### Oversubscription Criteria

Where the school receives more applications for year 7 than it has places available the criteria listed below will apply.

Children with a statement of Special Educational Need (SEN), or Education, Health and Care Plan where Lynch Hill Enterprise Academy is named on the statement must, by law, be admitted to Lynch Hill Enterprise Academy.

After this requirement has been met, places will be allocated in line with the following objective oversubscription criteria in this order:

- Any request for the allocation of a place for children looked after or formerly looked after by the Local Authority and adopted children who were formerly looked after by the Local Authority will be admitted next.
- Children with a strong social or medical reason. This must be supported by written evidence from a professional such as a doctor or social worker involved in the case and must demonstrate why the school is the only one which the child can attend as a result of the social and/or medical need.
- Children who attend Lynch Hill School Primary Academy or another primary school within the Learning Alliance Academy Trust.
- Siblings of children who will be attending the school in the year of admission i.e brothers or sisters including step, adopted or foster brothers or sisters living in the same family unit at the time when the child would be due to start at Lynch Hill Enterprise Academy.

- Children of staff
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- Distance from the nodal point closest to their home, using the GPS co-ordinates for their home and the nodal point.

The nodal points are:

Node 1: Lynch Hill Primary School Academy - main entrance

Node 2: Lynch Hill Enterprise Academy - main entrance

The final criteria (distance) will always be utilised in the event of a tie-break. In the case of flats or multiple occupancy measurement will be taken from the main entrance of the building. If this results in a tie, places will be allocated randomly and this process overseen by an independent body other than Lynch Hill Enterprise Academy and The Learning Alliance Academy Trust.

Where the application of oversubscription criteria would result in splitting children with either the same birth dates or children born in the same academic year from the same family, then places will be offered even if this will result in the school going above its admission number.

### Admission to Year 12

It should be noted that students will not be admitted to Year 12 until such time as students from Lynch Hill Enterprise Academy reach the end of Year 11. There will therefore be no admissions into Year 12 until 2019.

This Admissions Policy will be the subject of consultation and review prior to the first year of admission for Year 12 students to ensure that the minimum criteria set for access to Post 16 courses are appropriate, fair and equitable.

The proposed number of Year 12 places will be 120.

### Capacity and admission number

Lynch Hill Enterprise Academy will operate a sixth form for a maximum total of 240 students. 120 places overall will be available in Year 12 (the year 12 'capacity'), with pupils being admitted to Year 12 in 2019.

If fewer than 120 Lynch Hill Enterprise Academy of the school's own Year 11 pupils transfer into Year 12, additional external pupils will be admitted until Year 12 meets its capacity of 120.

There are a variety of Sixth Form courses on offer each with different entry requirements. Full details of these will be published annually in the Sixth Form prospectus and applicants should contact the school for information.

### **Year 12 Admissions Criteria**

Lynch Hill Enterprise Academy will admit any pupils with a statement of Special Educational Needs whose statement names Lynch Hill Enterprise Academy and who meet the minimum entry requirements.

To be eligible for entry into the sixth form both internal and external pupils will be expected to have met the minimum academic entry requirements for the sixth form course and its level of qualification. These will be determined and published well in advance of the year of admittance.

In addition to the sixth form's minimum academic entry requirements pupils will need to satisfy minimum entrance requirements to the courses for which they are applying. If either internal or external applicants fail to meet the minimum course requirements they will be given the option of pursuing any alternative courses the school offers for which they do meet the minimum academic requirements, providing these courses are not already full and oversubscribed. Course requirements are published annually on the school's website in the Sixth Form prospectus.

When the sixth form is undersubscribed all applicants meeting the minimum academic entry requirements will be admitted.

When there are more external applicants that satisfy any academic entry requirements, priority, will be given in the following order:

- Any request for the allocation of a place for children looked after or formerly looked after by the Local Authority and adopted children who were formerly looked after by the Local Authority will be admitted next.
- Children with a strong social or medical reason. This must be supported by written evidence from a professional such as a doctor or social worker involved in the case and must demonstrate why the school is the only one which the child can attend as a result of the social and/or medical need.
- Siblings of children who will be attending the school in the year of admission i.e. brothers or sisters including step, adopted or foster brothers or sisters living in the same family unit at the time when the child would be due to start at Lynch Hill Enterprise Academy.
- Children of staff
  - c) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - d) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- Distance from the nodal point closest to their home, using the GPS co-ordinates for their home and the nodal point.

The nodal points are:

Node 1: Lynch Hill Primary School Academy - main entrance

Node 2: Lynch Hill Enterprise Academy - main entrance

The final criteria (distance) will always be utilised in the event of a tie-break. In the case of flats or multiple occupancy measurement will be taken from the main entrance of the building. If this results in a tie, places will be allocated randomly and this process overseen by an independent body other than Lynch Hill Enterprise Academy and The Learning Alliance Academy Trust.

### **Definitions used in this document**

#### **Distance from School**

Distance will be measured by a straight line on a map from the front door of the child's home address to the front door of the school using an electronic mapping system for example Geographic Information Systems (GIS). In the case of the home address being a building of multiple occupancy, priority will be given to the dwelling which has the lowest identifying number or letter (A being considered lowest).

## Permanent home address

The address at which the child is normally resident. Where a child lives at more than one address, the address will be where the child lives for the majority of the time. Where the child lives at more than one address and spends equal time at both, the home address will be counted as that at which the child is registered with their General Practitioner (doctor).

## Looked After Children

Looked-after children and previously Looked-after children are those who have been adopted, or have become subject to a residence order or special guardianship order. A Looked-after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in their exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

## Siblings

Children are siblings if they are step-siblings, adopted or foster brothers or sisters living in the same family unit at the time when the child is due to start in the school.

## Slough and Eton

### 1. General

Slough and East Berkshire C of E Multi Academy Trust (SEBMAT) has been established to form a group of schools that can support each other to ensure the best possible outcomes for the young people in Slough and the nearby areas.

Slough and Eton builds on the tradition of our foundation as a Church of England School which, over the years, has welcomed all faiths and cultures. We have developed into a school that celebrates unity in diversity by educating a multi-faith community within the Christian ethos of the School. Pupils from a multitude of countries, nations, cultures and religions, work, play, learn and flourish together. In this way they develop respect and understanding for each other and are well prepared for life in the multi-cultural society in which they will live their adult lives.

All pupils are encouraged to acquire values and knowledge that underpin the Christian ethos of the School and develop an enjoyment of learning which will enable them to achieve a lifetime of fulfilment and success.

The school promotes an environment of mutual respect where all members of the community are equally valued and work together in an atmosphere of tolerance and good humour.

### 1. Admissions to Year 7

The admission arrangements will apply to applicants for places in Year 7 from September 2018. Applicants will apply for places at Slough and Eton using the Common Application Form (CAF) provided by their Local Authority. The Planned Admission Number is 180. Priority will be given to pupils in the local community and applicants attending a Slough and Eton Multi Academy Trust (SEBMAT) primary school. Copies of the form are available on Slough Borough Council's website ([slough.gov.uk/admissions](http://slough.gov.uk/admissions)) and from the Admissions and Access Team. Full details about the application process for Year 7 students will be available from Slough Borough Council in September 2017.

### 2. Applications to other Year Groups

Applications for other year groups should be made using the in-year application form available on Slough Borough Council's website ([slough.gov.uk/admissions](http://slough.gov.uk/admissions)) and from the Admissions and Access Team. Full details of the application process for in-year applicants will be available from Slough Borough Council in September 2017.

### 3. Oversubscription Criteria

All children who have a statement of special needs that names the school will be admitted. After this requirement is satisfied the following oversubscription criteria will apply with children being admitted by means of these criteria being applied in alphabetical order.

- (a) Looked after children and previously looked after children. (See note 1).
- (b) Feeder schools (Godolphin Junior, James Elliman Primary, Montem Primary and St Mary's CofE Primary) and children who attend any school that is formally linked with Slough and Eton through the SEBMAT. A maximum of 36 places will be available to SEBMAT Schools. The remaining places will be offered to children in the following categories.
- (c) Children who live in the catchment area of the school.

- (d) Children who have an older brother or sister at the school when the applicant will enter. Children are considered as siblings if they have brothers or sisters including step, adopted or foster brothers and sisters living in the same family unit and attending the school at the time the child is due to enter.
- (e) Children who have strong medical or social grounds for admission. The reasons must be fully supported in writing from a professional person involved in the case such as a doctor or social worker.
- (f) Children whose families have applied on denominational grounds and can provide written evidence of a commitment to Christian worship.
- (g) All other applicants.

If there are more applicants than places in any of the categories above, applicants living closest to the school will be given priority. Distance will be measured in a straight line from the front door of the child's home address to the main entrance of the school.

#### 4. Withdrawing an offer of a place

The Governing Body reserves the right to withdraw an offer of a place if it was made in error, a parent fails to respond to the offer of a place within a reasonable period of time, or it is established that the offer of a place was obtained through a fraudulent or misleading application. Where a parent fails to respond to the offer of a place, the Governing Body will give the parent a further opportunity to respond and explain to them that the offer of a place will be withdrawn unless they respond by the specified date. Where an offer of a place is withdrawn on the basis of misleading information, the Governing Body will consider the application afresh, and will offer a right of appeal if admission cannot be offered.

The Governing Body will not withdraw the offer of a place once the child has started at the school, except where that place was fraudulently obtained. In deciding whether or not to withdraw the offer of a place, account will be taken of the length of time the child has been at the school. Where the child has been at the school for less than a term, the Governing Body may consider it to be appropriate to withdraw the place.

Where the Governing Body decide not to withdraw the place and allows the child to continue attending the school, their siblings will not be considered for admission under the siblings criterion.

#### 5. Appeals

Arrangements for appeals will be independent of the school in accordance with the Admissions Appeals Code of Practice. Full details will be provided for unsuccessful applicants.

#### 6. Admissions to Sixth Form

Applicants who meet the academic entry criteria for Sixth Form will be prioritised as follows:

- (a) Looked after children and previously looked after children. (See note 1)
- (b) Current pupils at Slough and Eton
- (c) Siblings of pupils at Slough and Eton
- (d) All other applicants

**Note 1:** A "looked-after child" is one who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Adoption orders come under the terms of the Adoption and Children Act 2002, Section 46. A 'residence order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, residence or special guardianship order).

**Tie Breaker** If there are not sufficient places for all the children in one of the criteria above, priority will be given to children who fulfil more than one of the criteria. The greater the number of criteria fulfilled the higher the priority. After this the final decision will be made according to the straight line distance between the home and the school.

**Multiple Births** In the event that it is possible to offer a place to one child and not the other we will work with the parent/carer to find the best solution. In most cases the place would be allocated using random allocation.

**Parent** A parent is any person who has parental responsibility for or is the legal guardian of the child

**Home Address** The address given on the form must be the parent's permanent address on the closing date.

## St Bernard's Catholic Grammar School

### Responsibility

The Governing Body is the Admissions Authority for St. Bernard's which is a Roman Catholic, Voluntary- Aided, Co-educational Grammar School. The Governing Body will, therefore, give priority in the consideration of applications to baptised Roman Catholic children who have a written reference from their Roman Catholic priest. The criteria set by the Governing Body are designed to preserve the character of the School.

This policy has been agreed after consultation with the Diocese of Northampton and Slough Local Authority.

The Governors aim to offer a Catholic education. The Governors expect that parents applying for places will accept and uphold the Catholic character and ethos of the school. Nevertheless, the school fully respects the beliefs of parents and children from all denominations and faith backgrounds. Children are taught respect and tolerance for others and there is provision in the religious education programme for the study of different faiths.

### Number

The Planned Admission number for admission at age 11+ for the academic year beginning September 2018 is 120.

### Application to the School

Owing to the school's strict admissions criteria it is very important that all parents are aware that they will need to fill out Supplementary Forms A & B as well as a Common Application Form (CAF) from their local authority. The Supplementary Forms A & B collect essential information to allow the Governing Body to put all applicants in order of priority for admission, using the school's oversubscription criteria. The Supplementary Forms A & B must be returned to the Admissions Secretary at the school by 31st October 2017. If Supplementary Forms A & B are not returned, then the child will automatically be considered as "Any Other Children" in the oversubscription criteria (see below). In place of Form B, the school will accept the Bishops Conference of England and Wales' Certificate of Catholic Practice, as an equivalent document.

### Admission

The Governing Body will only consider for admission those children who have gained a mark of 111 or above in the Slough 11+ Consortium tests. Where the number of pupils gaining 111 or more in the tests exceeds the number of places available, the Governors will apply their oversubscription criteria.

A standardised score of 111 or above in the entrance tests means that an applicant is eligible for consideration for admission to the School. There is, however, no guarantee of a place, even for those children who have attained the eligibility score, if there are more applications than places available.

If the number of eligible applications is greater than the Planned Admission Number, then the Governors will apply the Oversubscription Criteria (see below).

Pupils with an Education Health and Care Plan under the Children and Families Bill 2014 will be admitted only when this pupil has reached the required standard on the test (i.e. they have achieved a standardised score of 111 in the Slough Consortium Tests) and where the school has been named by the local authority on the EHC plan as agreed with the Governors and the Headteacher. If this happens during the normal admission round to Year 7, then the number of places available to other applicants will be reduced accordingly. If this happens at any other time, then the child can only be admitted if the year group applied for is not already full.

### Over-Subscription Criteria

Should places be oversubscribed, the Governing Body will consider children for admission following the criteria set out below. These categories relate to the child, not to the parent(s)/guardian(s). Please refer to the endnotes indicated for the following terms: Practising, Catholic, Looked After, Orthodox, Staff and Other Christian:

1. Catholici Looked Afterii children.
2. Practisingiii Catholic children.
3. Catholic children.
4. All other Looked After children.
5. Practising Orthodoxiv children.
6. Orthodox children.
7. Children of Staffv.
8. Practising Other Christianvi children.
9. Other Christian children.
10. Practising members of Other Faiths.
11. Members of Other Faiths.
12. Any other children.

If necessary, the Governing Body will determine an order of priority within the above categories based on the following criteria in this order of priority:

1. Children currently in receipt of the Pupil Premium<sup>vii</sup>.
2. On the child's score in the Selective Tests.

In the event of one or more eligible pupils being tied for the final place or places at the school, priority will be decided by proximity to the school<sup>viii</sup>.

### **Waiting List**

The school will keep a waiting list of the names of applicants who have qualified for admission but have not been allocated a place, ranked in descending order according to the above oversubscription criteria. The placing of a child's name on the waiting list does not remove the right of appeal. Parents will be informed if their child's name has been placed on this list.

A waiting list will be held for all those applicants who score 111 and above but who may not be offered a place initially due to over-subscription. This waiting list will operate until the end of December 2018.

### **Appeals**

The school will publish and establish arrangements for appeals against non-admissions, which will be independent of the school and will follow the School Admission Appeals Code 2012.

### **For Admission to Other School Years**

In the event of there being vacancies in other school years, the Governing Body, in consultation with the Headteacher, will consider admitting students who have demonstrated their suitability for education in a Selective School, and their intention to respect the Roman Catholic ethos of the School. Should applications for places in these years be oversubscribed, the Governing Body will consider children in order of priority following the criteria listed above.

Applicants who have previously sat the Slough Consortium 11+ test but did not attain a score of 111 or above will not be considered for entry to Years 7-11.

No other pupils will be admitted to the school, other than at the start of Year 7, unless there are available places and:

- I. they are transferring from another grammar school; or
- II. they have not already taken the Slough Consortium 11+ test; and
- III. they are successful in the school's entrance examination relevant to their year of entry.

In year applications must be made directly to the school and should be addressed to the Admissions Secretary at the school.

### **For Admission of Children outside their normal age group**

If parents request for a child to enter the school outside the normal age group for that child, the school shall consider the application. The parents must adhere to the same admission requirements and process as for all other children and meet all the entry requirements and secure a place according to the oversubscription criteria. The decision as to whether to admit a child who is outside their normal age group lies with the governors who will make their decision based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parents' views; information about the child's academic, social and emotional development; and whether they have previously been educated out of their normal age group. They will also take into account the views of the Headteacher.

### **For Admission to Sixth Form**

In relation to Sixth Form admission, all applicants (both internal and external) must meet the minimum entry requirements specified by the school as follows:

1. Grade 6 in at least 5 subjects at GCSE (B grades or higher in unreformed GCSEs).
2. At least grade 5 or above in English Language and Mathematics, if these subjects are not being taken in the Sixth Form.
3. Grade 7 at GCSE for Mathematics and Science (or grade A for unreformed subjects) if these subjects are to be studied at A Level.
4. Grade 6 (or grade B for unreformed subjects) at GCSE in all other subjects studied at A Level. For subjects not previously studied at GCSE, a grade 6 or higher is required in an equivalent subject (please see Sixth Form Courses Booklet for further information).

In place of GCSE, NARIC verified overseas equivalents will be accepted. Entry to the Sixth Form is also dependent upon a positive recommendation from the student's current headteacher - this also applies to students in St Bernard's Year 11.

Students must come directly into the Sixth Form from Year 11; no student will be admitted to the school to repeat/restart Year 12. Any student that has previously repeated Year 11 will only be considered for admission to the Sixth Form once Governor's approval has been granted.

The planned admission number for Year 12 entry, including existing St Bernard's Year 11 students and external applicants, is 125.

No student will be admitted to Year 12 after 15 school days from the beginning of the Autumn Term; the beginning of the Autumn Term being defined as the first day of school for students.

All applicants to the sixth form must submit an application form by the date published on the school's website. Students must hold a conditional offer of a place which may be made following a Careers Information Advice and Guidance (CIAG) interview with the school. Once the eligibility criteria have been met and the applicant has completed the registration form (to be completed at the school on or immediately after results day) then the place in the Sixth Form is confirmed. At this stage, other conditions for admissions must be met in addition to academic achievement, such as NARIC certificates for overseas qualification equivalences, and eligibility to receive free education in the United Kingdom.

Where the number of eligible students reaching the required standards in GCSE or equivalent exceeds the number of places available in the sixth form or in the chosen subject classes; places on various courses will be decided according to the oversubscription criteria stated above (i.e. for entry to Year 7). Existing St Bernard's Catholic Grammar School students will be given priority for admission to a course.

<sup>i</sup> Catholic means a member of a church which is in full communion with the See of Rome, a baptismal certificate will be required as evidence of belonging to that church.

<sup>ii</sup> Both Currently Looked After and Previously Looked after are considered to be 'Looked After' in this Policy. Currently Looked After Children are defined as children who are (a) in the care of a Local Authority, or (b) being provided with accommodation by a LA in the exercise of their social services functions in accordance with Section 22 of the Children Act 1989, at the time an application to the school is made. Previously Looked After Children are defined as those who were looked after but ceased to be so because they were adopted (in accordance with Section 46 of the Adoption and Children Act 2002), or subject to a child arrangements order (in accordance with Section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).

<sup>iii</sup> Practising means a member of a church who attends mass regularly, as evidenced by a Priest's (or minister's) reference including the parish priest's (or minister's) signature and the parish stamp or seal completed on the Supplementary Form B. For members of other faiths, the person who most closely takes on the equivalent role of priest will complete the priest's reference.

<sup>iv</sup> Orthodox refers to members of an Orthodox Church that belongs to "Churches Together in Britain and Ireland" [www.ctbi.org.uk](http://www.ctbi.org.uk). A baptismal certificate will be required as evidence of belonging to that church.

<sup>v</sup> Children of staff concern only those members of staff who are employed directly by the school's Governing Body and have a permanent contract for 50% (or more) of a full time member of staff or filling a vacant post where there is a skills shortage. In order to qualify, the member of staff must still be in post when their child joins the school.

<sup>vi</sup> Other Christian children refer to a member of a church that belongs to "Churches Together in Britain and Ireland" [www.ctbi.org.uk](http://www.ctbi.org.uk). A baptismal certificate will be required as evidence of belonging to that church. The only exception will be for those Christian denominations where infant baptism is not practised.

<sup>vii</sup> For the purposes of this policy, Pupil Premium refers to Pupil Premium and Service Premium. The pupil premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the attainment of disadvantaged children. The Service Premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel.

<sup>viii</sup> Proximity to the school means nearest first, measured 'as the crow flies' from the main entrance of the school to the front door of the child's home address (house or flat), using Slough's Geographical Information System (GIS), with those closer to the school receiving higher priority. The 'home address' is defined as the address where the child is normally resident. Where there is shared custody of the child or the child lives at more than one address in any given week, it is the address of the parent or carer who receives child benefit for that child, or in the absence of child benefit it is the address of the parent or carer with whom the child resides for the greater duration. In the event of a tie between two or more children with equal proximity to the school, lots will be drawn.

## St Joseph's Catholic High School

St Joseph's Catholic High School is a voluntary aided co-educational school, within the Local Authority (LA) of Slough and the Diocese of Northampton.

The Governing Body Admissions Committee is responsible for Admissions.

The Planned Admissions Number is 135.

### Application procedures:

Parents who wish to apply for a place for their child at St Joseph's Catholic High School need to name St Joseph's on the Common Application Form (CAF) and return the form to their Local Education Authority. They must also complete a St Joseph's Application Form and return it to the school by 31st October of the year before their child joins Year 7. Late applications will be considered at the discretion of the governors.

Children with a Statement of Special Educational Needs where St Joseph's has been named in the Statement, will be admitted in accordance with the regulations and the policy of the Local Authority.

In the event of there being more applications than the planned admissions number, priority will be given according to the following criteria:

- 1) Looked After Children & Previously Looked After Children
- 2) Practising Baptised Catholic Children with a priest's reference.
- 3) Other Baptised Catholic Children
- 4) Baptised or Dedicated Children of other Christian denominations with a religious leader's reference.
- 5) Baptised or Dedicated Children of other Christian denominations
- 6) Children of other faiths with a religious leader's reference.
- 7) Children of other faiths.
- 8) Any Other Children

Children from other faiths should be sympathetic to the ethos of our Catholic school.

A completed Priest's/Religious Leader's Reference Form (which is attached to the school application form) will be asked for to support the application, where relevant.

If your child has been baptised or dedicated, the governors insist that a copy of a valid Baptism or Dedication Certificate is sent in with the application form.

### **Tie Breaker:**

For any admission category that is over-subscribed, applications will be prioritised by distance from the home address to the school building. Distance will be measured in a straight line from the front door of the child's home address (including flats), to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

### **Receiving an offer of a place:**

An offer of a place at St Joseph's Catholic High School, will be sent in writing from the applicant's Local Education Authority. St Joseph's will only send correspondence to those who have been offered a place at the school.

### **Appeals procedure:**

Parents have the right to appeal if they have not been offered a place at the school. They must send a letter of appeal to the Chair of Governors at St Joseph's within 30 days of receiving their offer letter. They will then be notified of the appeal date and time.

### **Waiting lists:**

Any waiting lists which are held will be ranked in the same order as the above criteria.

### **Mid year admissions:**

Applicants for places mid-year, subject to the above criteria, will be admitted up to a maximum of 135 pupils in each year group.

### **Explanatory notes:**

**Catholic:** A Catholic child is defined as a child baptised in accordance with the rites of the Catholic Church or enrolled in a baptismal programme.

**Baptised Catholic or Baptised Christian:** The governors insist on a copy of a valid Baptism Certificate being produced at the time of application to the school.

**Practising:** Practising means the child's weekly attendance at Sunday mass.

**Home Address:** This is defined as the place where the child permanently lives with his or her parents/legal guardians/carers.

Should parental responsibilities be equally shared, the home address will be considered to be that of the parent/legal guardian/carer who receives the relevant Child Benefit Allowance.

**Looked After Children:** Looked After Children are children who are in the care of a local authority or are provided with accommodation by that authority.

**Previously Looked After Children:** are children who were looked after, but ceased to be so, because they were adopted, or became subject to a residence order or special guardianship order.

**False Information:** If false or misleading information is used to gain entry to the school, the offer of a place may be withdrawn.

## **St Joseph's Catholic High School Sixth Form Admissions Policy**

### **Admissions Criteria:**

St Joseph's Catholic High School offers a variety of Sixth Form courses, some with different entry requirements. Full details of these are published annually in the Sixth Form Prospectus and applicants should contact the school for information. A supportive school report in the form of a letter from the current Head teacher will be required.

In the event of there being more applications than available places, priority will be given according to the following criteria/factors:

- 1) Looked After Children & Previously Looked After Children

- 2) Those applicants who have attended St Joseph's Catholic High School up to Year 11, who fulfil the entry requirements for their chosen course.
- 3) The availability of courses which best suits the applicant's preferences.

### Tie Breaker:

- Applications will be prioritised by distance from the home address to the school building. Distance will be measured in a straight line from the front door of the applicant's home address (including flats), to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

#### Explanatory notes:

**Home Address:** This is defined as the place where the child permanently lives with his or her parents/legal guardians/carers.

Should parental responsibilities be equally shared, the home address will be considered to be that of the parent/legal guardian/carer who receives the relevant Child Benefit Allowance.

**Looked After Children:** Looked After children are children who are in the care of a local authority or are provided with accommodation by that authority.

**Previously Looked After Children:** Previously Looked After Children are children who have previously been looked after by the local authority.

**False Information:** If false or misleading information is used to gain entry to the school, the offer of a place may be withdrawn.

## Upton Court Grammar School

### Admissions to Year 7

1. The school's planned admission number (PAN) for Year 7 Entry in September 2018 is 165.
2. As a Grammar (selective) School, the school is not required to fill all the places if pupils do not meet the admissions criteria. Pupils will be admitted to the school at the age of 11 on the basis of their ability and aptitude, which will be determined by their performance in entrance examinations administered by the Slough Consortium of Grammar Schools. The procedures for testing are outlined in the Slough Consortium of Grammar Schools - a Guide to the 11+ Test document published by the Consortium.
3. The procedure for application and testing will be published by the School each year.
4. A standardised score of 111 or above in the entrance test means that an applicant is eligible for consideration for admission to the school.

5. Pupils with Special Educational Needs, supported by written evidence supplied by a recognised authority, and who have named Upton Court Grammar School specifically on the statement, will be admitted automatically. Also, pupils with an Education Health and Care Plan under the Children and Families Act 2014, and where the school has been named by the local authority on the EHC plan, will be admitted automatically.

Section 39(2) of the Children and Families' Act 2014 says that the local authority must consult the school before naming a school on the EHC plan and section 39(4) gives the only reasons why a school should not be named. These are "a) the school or other institution requested is unsuitable for the age, ability, aptitude or special educational needs of the child or young person concerned, or b) the attendance of the child or young person at the requested school or other institution would be incompatible with - (i) the provision of efficient education for others, or (ii) the efficient use of resources." Pursuant to this act, Upton Court Grammar School will work with recognised authorities to ensure that a child with a statement of SEN or EHC plan is of suitable ability.

6. Where the number of eligible pupils reaching the required standard in the 11+ tests exceeds the number of places available, places will be allocated according to the following oversubscription criteria in this order of priority:
  - (i) Looked after Children who are being accommodated, or who have been taken into care by a local authority under section 20, 31 or 38 of the Children Act 1989. The first priority will go to children who are legally defined as looked after by the local authority at the time an application to the school is made, and young people previously looked after, who are children defined as those who were looked after, but ceased to be so because they were adopted (in accordance with Section 46 of the Adoption and Children Act 2002), or subject to a residence order (in accordance with Section 8 of the Children Act 1989) or a special guardianship order (in accordance with Section 14A of the Children Act 1989).

- (ii) Up to 15 places will be offered to applicants who are currently eligible, or have been eligible within the previous six years, for Free School Meals (Pupil Premium). If the number of applicants in this category is greater than 15, places will be offered in rank order according to 11+ score, and then distance from the school (see paragraph vii).
- (iii) Children of members of staff who have been employed at Upton Court Grammar School for 2 years or more prior to submission of the Common Application Form (CAF) on 0.5 of full time or above or filling a vacant post where there is a skills shortage. The term “staff” refers to any employee who is permanently employed by Upton Court Grammar School, and excludes those contracted through external agencies.
- (iv) Children that are attending, at the time of submission of the Common Application Form (CAF), Foxborough Primary School or Trevelyan Middle School (members of Upton Court Educational Trust) as the designated feeder schools.
- (v) Up to 120 Pupils in rank order of performance in the 11+ tests. If pupils are admitted through criteria 5, 6(i), 6(ii), 6(iii) and 6(iv), this number will reduce accordingly.
- (vi) The remaining offers, up to the PAN of 165, for a place will be made by proximity to the school, nearest first, measured ‘as the crow flies’ from the main entrance of the school to the front door of the child’s home address (house or flat), using Slough’s Geographical Information System (GIS), with those closer to the school receiving higher priority.

The ‘home address’ is defined as the address where the child is normally resident. Where there is shared custody of the child or the child lives at more than one address in any given week, it is the address of the parent or carer who receives child benefit for that child, or in the absence of child benefit it is the address of the parent or carer with whom the child resides for the greater duration.

In the event of a tie between two or more children with equal proximity to the school, for example if two applicants live in the same block of flats, governors will exercise their discretion to admit above the Published Admission Number.

- 7. Once all offers of places have been made according to sections 5 & 6 above, any remaining applicants that have demonstrated eligibility for a place through scoring 111 or above in the 11+ tests but were not offered a place initially due to over-subscription, will be placed on a waiting list. The position of each applicant on the waiting list is determined through the application of the over-subscription criteria above. Each time an applicant joins or leaves the waiting list, the rank order of remaining applicants will be re-assessed.  
If a new applicant expresses an interest to join the waiting list, his/her position will be assessed through the administration of the 11+ test, provided the eligibility score of 111 is reached. Accordingly, the position of other applicants on the waiting list will be re-drawn.  
The waiting list will operate until 31 December 2018.
- 8. The school will establish arrangements for appeals against non-admission to year 7, which will be independent of the School and will follow the New School Admission Appeals Code in effect since 1st February 2012.
- 9. Details of admissions and appeals arrangements will be published by the school every year.

### **11+ Testing Arrangements**

- 10. Upton Court Grammar School is part of the Slough Consortium of Grammar Schools, and operates CEM 11+ testing to assess eligibility of students through ability. A standardised score of 111 is the minimum score required to be eligible for consideration for admissions, as described above.
- 11. Full details of testing arrangements, including key dates and a test familiarisation booklet can be found on our website, at <http://www.uptoncourtgrammar.org.uk/year7-entry-september-2018>

12. For September 2018 entry, the 11+ tests will be held at one of the Slough Grammar Schools on Saturday 16 September 2017, for children born between 1 September 2006 and 31 August 2007. Applicants will be advised at which school their test would take place.

13. If an applicant is unable to sit the test on 16 September 2017, such as due to the child's sickness, parental sickness, transport failure, clash with another 11+ test for admission to a different selective school, religious observance, the school should be advised before 5pm on 16 September 2017, by sending an email the administrator on [juj@uptoncourtgrammar.org.uk](mailto:juj@uptoncourtgrammar.org.uk) explaining reasons for the applicant missing the test. Please note, in the case of the applicant's sickness, a medical certificate is required.

An alternative testing date has been set Monday 25 September 2017, for applicants unable to take the test on 16 September 2017.

14. The CEM 11+ Entrance Assessments are targeted at the expected age range for Year 6 children. If applicants are out of the normal age range, where pupils are too young or too old for year 6 because of, for example, being accelerated through primary school due to exceptional ability or being held back a year due to poor health. The tests are intended to be administered in Year 6, sat on the main test date or as close to that date as possible, and within the academic year of the test.

Candidates with a date of birth before the expected date have their age capped because they would be unduly penalised for being in the year group below that for their age.

Candidates with a date of birth after the expected date have their age capped because the child would need to be able to work at the level of the rest of their cohort, and so are not inappropriately advantaged by being tested a year early.

### **In-Year Admissions to Years 7-11**

15. No child will be admitted to the school, other than at the start of Year 7, unless there are available places and:

- (i) They are transferring from another grammar school within the Slough Consortium, or

- (ii) They have not previously taken the 11+ test within the Slough Consortium and were unsuccessful and they are successful in the school's entrance examination relevant to their year of entry.

Applicants who have previously sat the Consortium 11+ test but did not attain a score of at least 111 may not be considered for in year entry in years 7-11.

### **Admissions to the Sixth Form**

16. In relation to Sixth Form admission, all applicants must meet the entry requirements specified by the school for their preferred courses, where the relevant admissions test will be performance in GCSE examinations, or level 2 qualifications, or NARIC verified overseas equivalent. All applications must be supported by satisfactory references from the school the applicant attended most recently.

17. Students must come directly into the Sixth Form from Year 11; no student will be admitted to the school to repeat/restart Year 12. Any student that has previously repeated year 11 may not be considered for admission to the Sixth Form.

18. The planned admission number for Year 12 entry, including existing UCGS Year 11 students and external applicants, is 160.

19. No student will be admitted to Year 12 after 15 school days from the beginning of the Autumn Term; the beginning of the Autumn Term being defined as the first day of school for students.

20. There are a variety of Sixth Form courses on offer, each with different entry requirements. Full details of these are published annually in the Sixth Form Prospectus on the school website. Applicants should contact the school for further information.

21. All applicants to the sixth form must submit an application form by the date published on the school's website. Students must hold a conditional offer of a place which may be made following a Careers Information Advice and Guidance (CIAG) interview with the school. On GCSE results day, applicants holding a conditional offer must attend an enrolment interview with the school where the place may be confirmed if the published eligibility criteria have been met.

At this stage, other conditions for admissions must be met in addition to academic achievement, such as NARIC certificates for overseas qualification equivalences, and eligibility to receive free education in the United Kingdom.

22. Where the number of eligible students reaching the required standards in GCSE or equivalent exceeds the number of places available, places on various courses will be confirmed on a first-come-first-served basis on GCSE results day. Existing Upton Court Grammar School students will be given priority for admission to a course.

### NOTES:

- a) In applying these admission arrangements, 'permanent home address' will be as defined by Child Arrangement Orders in the Children and Families Act 2014 (Chapter 6, Part 2, Section 12). The home address must be the address where the applicant is living at the time of application and before the closing date for applications. Where parents/carers share responsibility for part of the week, then both home addresses must be quoted. The school may check the authenticity of the address stated. Proof of residence or further information may be requested and must be provided.
- b) If the main address has changed temporarily, for example where a family is renting a property on a Short Term Tenancy Agreement (12 months or under), then the parental address remains that at which the parent was resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not easily reversible. The Governors may refuse to base an allocation on an address which might be considered only a temporary address.
- c) Distances will be measured using a computerised mapping system. The measurement is taken from the address point of the applicant's home to the address point of the school. It does not take into account the actual or expected route a child will travel to school.
- d) The Local Authority, in carrying out their functions under the Children and Families Bill 2014, must have regard to:
  - the views, wishes and feelings of the child or young person, and their parents;
  - the importance of the child or young person, and their parents, participating as fully as possible in decisions; and being provided with the information and support necessary to enable participation in those decisions;
  - the need to support the child or young person, and their parents, in order to facilitate the development of the child or young person and to help them achieve the best possible educational and other outcomes, preparing them effectively for adulthood.

Specific duties that Upton Court Grammar School has towards disabled children are included in the Equality Act 2010 the key elements are as follows:

- The School must not discriminate against, harass or victimise disabled children and young people;
- The School must make reasonable adjustments to ensure that disabled children and young people are not at a substantial disadvantage compared with their peers.

This duty is anticipatory: adjustments must be planned and put in place in advance, to prevent that disadvantage.

Parents and young people have the right to request a particular school, to be named in their Education, Health and Care plan. If a parent or young person makes a request for Upton Court Grammar School to be named, the local authority must comply with that preference and name the school on the EHC plan unless it would:

- be unsuitable for the age, ability, aptitude or SEN of the child or young person (notably attaining the required standard in the 11+ tests); or
  - the attendance of the child or young person there would be incompatible with the efficient education of others, or the efficient use of resources, as deemed by the Governing Body.
- e) The Statutory Policies for Schools circular issued by the Department for Education (September 2014) requires schools to review admissions policies annually, and any changes must undergo consultation. The next review will take place in November 2017. In the event of no changes, consultation must take place every seven years, scheduled for September 2023.

## The Westgate School

### 1 Admissions

- 1.1 Children will be admitted to the School without reference to academic ability or aptitude on an 'equal preference' basis.
- 1.2 Admission to The Westgate School will be coordinated through the Slough Coordinated Administration Scheme and its timetable. Applications must be submitted using the Common Application Form (CAF). Copies of the form are available from the Admissions and Access Team at Slough Borough Council or online at [www.slough.gov.uk/admissions](http://www.slough.gov.uk/admissions). Full details are contained in 'A Parent's Guide to Transferring to a Slough Secondary School'

### 2 Oversubscription criteria

- 2.1 In the event of the School being oversubscribed, children will be admitted in the following order of priority:
  - 2.1.1 Children with a Statement of Special Educational Needs;
  - 2.1.2 Looked-After children;
  - 2.1.3 Children living in the school's catchment area\*
  - 2.1.4 Children living outside the school's catchment area\*

### 3 \*Tie Breaker

If any individual criterion is oversubscribed priority will be given to those children who live nearest the school. This will be based on a straight line from the front door of the child's home address to the main entrance of the school using the Local Authorities computerised measuring system. If the same distance applies medical, social or special educational needs will be taken into consideration.

**Notes:**

- i. The child's place of residence is taken to be the parental home.
- ii. The catchment area is as outlined on the attached map.

**4 Application outside of the normal intake timetable**

- 4.1 Applications for admission into year groups outside of the normal intake timetable (i.e. for children moving into the designated area or wishing to transfer from another school) shall be allowed unless the year group into which admission is sought exceeds the size dictated by the net capacity of the School.

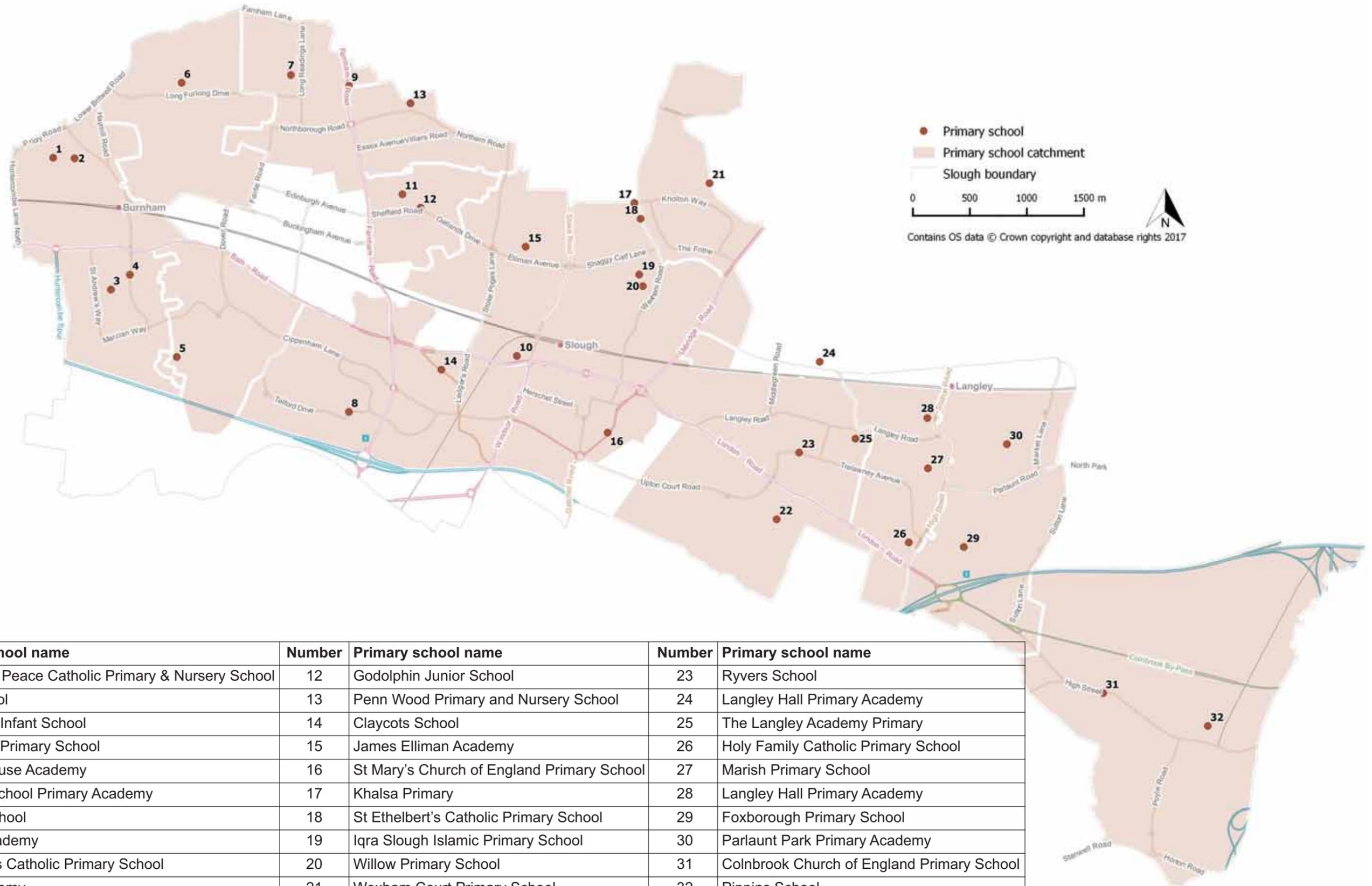
The planned admission number for each year group in 2018/19 is 180 with the exception of Year 7 which will be 240.

**5 Sixth Form**

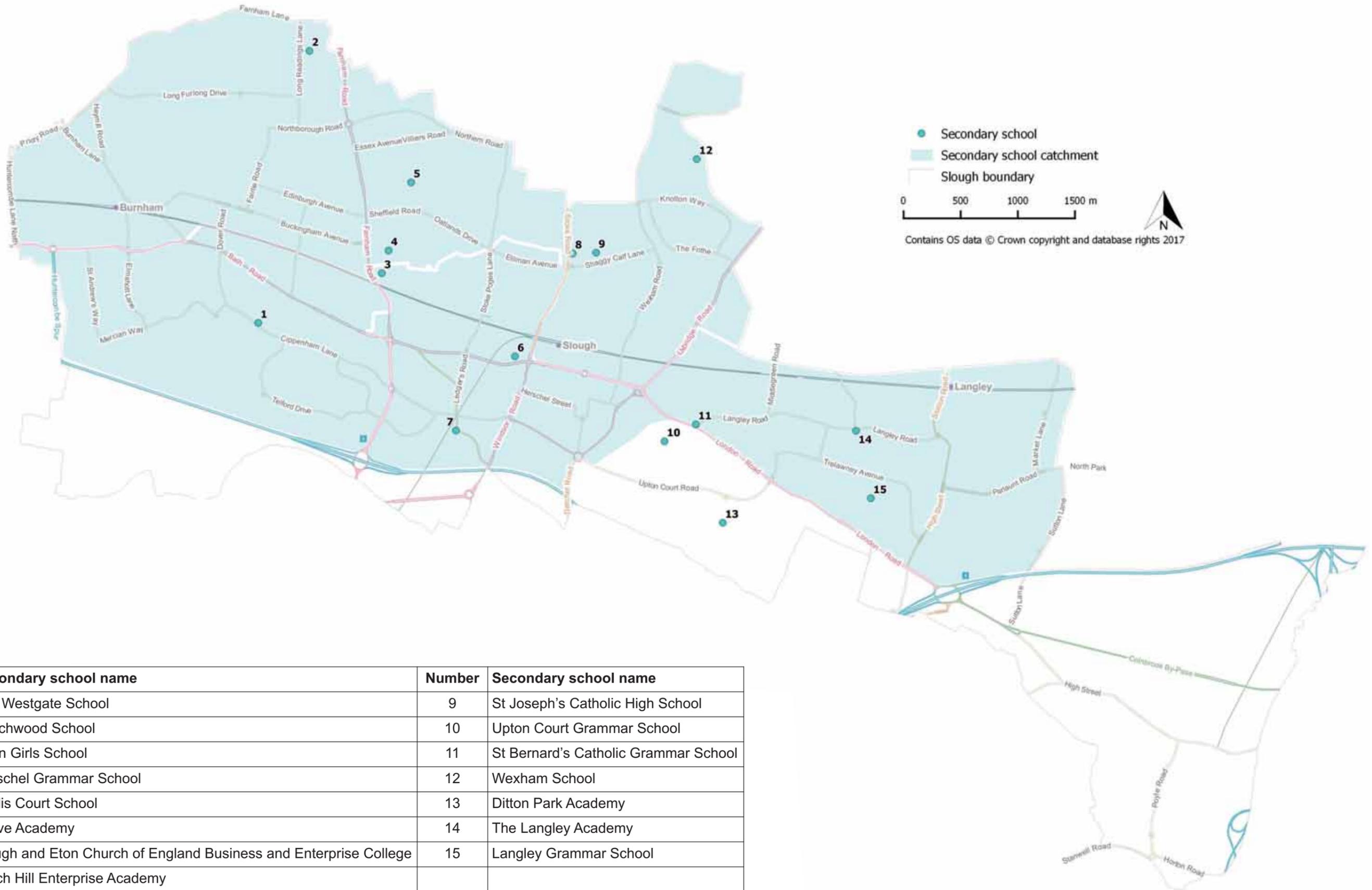
- 5.1 The maximum number of places in the sixth form is 135. Of this number, ten places will be reserved for students entering the School for the first time at 16+.

**6 Appeals against non-admission**

- 6.1 Arrangements will be made for appeals against non-admissions which will be independent of the School. Appeals shall be heard in accordance with the Schools Admission Appeals Code of Practice. The school exercises its right not to consider further appeals for the same child within the same academic year.
- 6.2 Appeals will only be heard from parents who have first sought admission, and been refused.
- 6.3 Casual Admissions or transfer of school appeals will only be heard from parents who have first sought admission, using the LA Casual Admissions/Transfer of Schools form, and been refused.
- 6.4 The School will agree any changes to its admission with the Secretary of State for Education. Details of admission and appeals arrangements will be published each year.



Number	Primary school name	Number	Primary school name	Number	Primary school name
1	Our Lady of Peace Catholic Primary & Nursery School	12	Godolphin Junior School	23	Ryvers School
2	Priory School	13	Penn Wood Primary and Nursery School	24	Langley Hall Primary Academy
3	Cippenham Infant School	14	Claycots School	25	The Langley Academy Primary
4	Cippenham Primary School	15	James Elliman Academy	26	Holy Family Catholic Primary School
5	Western House Academy	16	St Mary's Church of England Primary School	27	Marish Primary School
6	Lynch Hill School Primary Academy	17	Khalsa Primary	28	Langley Hall Primary Academy
7	Claycots School	18	St Ethelbert's Catholic Primary School	29	Foxborough Primary School
8	Montem Academy	19	Iqra Slough Islamic Primary School	30	Parlaunt Park Primary Academy
9	St Anthony's Catholic Primary School	20	Willow Primary School	31	Colnbrook Church of England Primary School
10	Grove Academy	21	Wexham Court Primary School	32	Pippins School
11	Godolphin Infant School	22	Castleview Primary School		



Number	Secondary school name	Number	Secondary school name
1	The Westgate School	9	St Joseph's Catholic High School
2	Beechwood School	10	Upton Court Grammar School
3	Eden Girls School	11	St Bernard's Catholic Grammar School
4	Herschel Grammar School	12	Wexham School
5	Baylis Court School	13	Ditton Park Academy
6	Grove Academy	14	The Langley Academy
7	Slough and Eton Church of England Business and Enterprise College	15	Langley Grammar School
8	Lynch Hill Enterprise Academy		





This document can be made available on audio tape, braille or in large print, and is also available on the website where it can easily be viewed in large print.

## Primary and Secondary Schools in Slough

If you would like assistance with the translation of the information in this document, please ask an English speaking person to request this by calling 01753 875728.

यदि आप इस दस्तावेज में दी गई जानकारी के अनुवाद किए जाने की सहायता चाहते हैं तो कृपया किसी अंग्रेजी भाषी व्यक्ति से यह अनुरोध करने के लिए 01753 875728 पर बात करके कहें.

ਜੇ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚਲੀ ਜਾਣਕਾਰੀ ਦਾ ਅਨੁਵਾਦ ਕਰਨ ਲਈ ਸਹਾਇਤਾ ਚਾਹੁੰਦੇ ਹੋ, ਤਾਂ ਕਿਸੇ ਅੰਗਰੇਜ਼ੀ ਬੋਲਣ ਵਾਲੇ ਵਿਅਕਤੀ ਨੂੰ 01753 875728 ਉੱਤੇ ਕਾਲ ਕਰਕੇ ਇਸ ਬਾਰੇ ਬੇਨਤੀ ਕਰਨ ਲਈ ਕਹੋ।

Aby uzyskać pomoc odnośnie tłumaczenia instrukcji zawartych w niniejszym dokumencie, należy zwrócić się do osoby mówiącej po angielsku, aby zadzwoniła w tej sprawie pod numer 01753 875728.

Haddii aad doonayso caawinaad ah in lagu turjibaano warbixinta dukumeentigaan ku qoran, fadlan weydiiso in qof ku hadla Inriis uu ku Waco 01753 875728 si uu kugu codsado.

اگر آپ کو اس دستاویز میں دی گئی معلومات کے ترجمے کے سلسلے میں مدد چاہئے تو، براہ کرم ایک انگریزی بولنے والے شخص سے 01753 875728 پر کال کر کے اس کی درخواست کرنے کے لئے کہیں۔

Admissions and Transport Team, Access and Inclusion  
Slough Borough Council, 51 Bath Road, Slough SL1 3UF

July 2017