

# Primary and Secondary Schools in Slough

A parents' guide to admissions 2017

Apply online at  
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**Slough**  
Borough Council



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 2017.

For Reception and Year 7 applications for September 2017, 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 2016 and for Reception applications it will open on the 1 September 2016. 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 School Services & Access to Education

# 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 <http://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 8 am and 6 pm 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 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. Parents using registered providers may be eligible to get help with the costs of childcare:

- Depending on your income you may be eligible for a tax credit covering up to 70% of your childcare costs through the Childcare Element of the Working Tax Credit. For more information contact HMRC on 0345 300 3900.

- Help may also be available from your employer, either directly or through a Childcare Voucher scheme.

For more information visit [www.gov.uk/help-with-childcare-costs/overview](http://www.gov.uk/help-with-childcare-costs/overview)

### Funded Early Learning for 2, 3 and 4 year olds

Children must attend school from the term after their 5th birthday but most Slough schools admit children earlier than this.

A 2 year old may be entitled to a free early learning place if the family household income is £16,190 or less per year. Other children with a current statement of SEN or an Education, Health & Care Plan may also be eligible.

Parents and carers can complete an application form for their child's place during the term of the child's 2nd birthday. They will be able to start their free place from the beginning of the term after their 2nd birthday.

To complete the online application form please visit <http://www.slough.gov.uk/earlylearning>.

For more information, contact Slough Early Years Service on 01753 476554.

Funded Early Learning is available at a wide range of settings to all children, starting from the beginning of the term after their 3rd birthday.

### Where are Funded Early Learning Places available?

Parents may choose to access Funded Early Learning places from a range of early years providers across Slough, including:

- Approved Childminders
- Children's Centres
- Day Nurseries and Pre-schools
- Nursery Classes in Schools
- Nursery Schools
- Independent Schools

These providers will all be approved by Slough Early Years Service and registered with Ofsted. The list of approved providers can be found on the Slough Services Guide, [www.servicesguide.slough.gov.uk](http://www.servicesguide.slough.gov.uk) in the 'For Family' section under 'Education, Learning & Employment' / 'Funded Early learning for 2, 3 and 4 year olds'.

Hard copies of the list are available from the FIS.

### **What hours are available for 2, 3 and 4 year olds?**

All children, from the beginning of the term after their 3rd birthday, and those eligible 2 year olds, from the beginning of the term after their 2nd birthday, are entitled to up to 570 hours funded early learning per year.

These hours can be taken as;

- 15 hours per week term time only (38 weeks a year). This can be offered as 3 hours per day or flexibly over a minimum of 2 days a week between 8am and 6pm.
- Fewer hours a week over the whole year. Parents should discuss the hours they wish to book with the providers before accepting a place. Providers will only be able to offer hours that fit in with the sessions that they operate and so parents may wish to talk to more than one provider before making a decision.

### **Who will pay for my child's place?**

There will be no cost to the parent for funded early learning within the 570 hours described above. Any additional hours will have to be paid for.

### **How do I choose and apply for a place for my child?**

All early years settings are different and so it is important that you find one that feels right for you and your child and that can offer you the hours you need. Look through the list of available settings and decide which ones you may be interested in. For example, you may choose settings that are near to your home or that you have heard about from friends or neighbours. You should contact the settings that you are interested in to check if they have a place available for your child. Arrange to visit with your child to see for yourself how the setting operates. During your visit, feel free to ask any questions you have; this may include asking about the admissions criteria. You may also wish to look at the latest Ofsted report about the setting; you can

find a link to the report on the Slough Services Guide.

Once you have decided which setting you are interested in you should complete the application form and return it to the setting. Each setting will have an Admissions Policy and will apply its own criteria to all applications.

### **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 2016 to 31 October 2016
For Windsor Middle and Upper	1 September 2016 to 31 October 2016 (not available online)
For Reception Transfer	1 September 2016 to 15 January 2017
For Infant to Junior Transfer	1 September 2016 to 15 January 2017 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 104-107.

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 35-103.

#### 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 2016 - 31 December 2016	The start of the Spring term 2017
1 January 2017 - 31 March 2017	The start of the Summer term 2017
1 April 2017 - 31 August 2017	The start of the Autumn term 2017
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

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

There are 31 primary, infant and junior schools in Slough. Of these five are Community schools, seven are Voluntary Aided, two are Foundation, one is Voluntary Controlled, 14 are Academies and one Free school. 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 35 to 103 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 35 to 103 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 35 to 103 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 2017. 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 2016 and 31 August 2017, 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 2016 and closes at midnight on the 15 January 2017.**

Important dates to remember	
Closing date for online and paper applications:	15 January 2017
Parents informed of decision by letter sent on:	16 April 2017 <small>*As this falls on a weekend, letters will be posted on 17/4/17</small>
Parents accept or decline place by:	28 April 2017
Closing date for Community and Voluntary Controlled school appeals:	12 May 2017
Closing date for Foundation and Voluntary Aided school appeals:	12 May 2017

## 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 104-107 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 2017**.

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, or the Admissions and Transport Team are happy to sight the original at the time of application. 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 2017**.

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 2016 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	Clare Lambourne & Stephanie Holding Co-headship
CIPPENHAM Primary	A	791	60 150 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	874	120 104ptp	Monksfield Way Slough, SL2 1QX	01753 521215 email: britwell.office@claycots.slough.sch.uk	Mr G Morris Executive Head Miss P Nevin Associate Head
CLAYCOTS Town Hall	C	450 + 78 (YN)	120 78ptp	Town Hall, Bath Road, Slough, SL1 3UQ	01753 531415 email: townhall.office@claycots.slough.sch.uk	Mr G Morris Executive Head Ms R Whitlock Associate Head
COLNBROOK CE Primary School (Nursery Class) A member of Slough and East Berkshire Co of E Multi Academy Trust (SEBMATT)	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	401	30 52ptp	Common Road, Langley, Slough, SL3 8TX	01753 546376 email: post@foxboroughprimary.co.uk	Mrs M Hernández Estrada Executive Head
GODOLPHIN Infant	A	360	120	Warrington Avenue, Slough, SL1 3BQ	01753 521888 email: post@goldolphin-inf.slough.sch.uk	Ms Lucy Somner Headteacher
GODOLPHIN Junior	A	450	90	Oatlands Drive, Slough, SL1 3HS	01753 521481 email: post@godolphin-jun.slough.sch.uk	Mrs Carol R Singh Headteacher
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 N Anwar Headteacher
JAMES ELLIMAN Academy (Nursery Class)	A	725	120 104ptp	Elliman Avenue, Slough, SL2 5BA	01753 810686 email: jeaoffice@theparkfderation.org	Miss S Rasheed Principle
KHALSA 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
<b>LYNCH HILL SCHOOL Primary Academy</b> (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	767	90 104ptp	Swabey Road, Slough, SL3 8NZ	01753 819900 email: post@marishandwillow.co.uk	Mrs H G Denham Executive Head
<b>MONTEM Academy</b> (Nursery Class)	A	792	120 78ptp	Chalvey Grove, Slough, SL1 2TE	Tel: 01753 528050 email: maoffice@theparkfederation.org	Ms Ann Probert Principal
<b>OUR LADY OF PEACE Catholic Primary and Nursery</b>	VA	690	90 60ptp	Derwent Drive, Slough, SL1 6HW	01628 661886 email: post@olopprimary.co.uk	Mrs Jean O'Keeffe
<b>PARLAUNT PARK Primary</b> (Nursery Class)	A	549	90 52ptp	Kennett Road, Slough, SL3 8EQ	01753 542269 email: post@parlaunt.slough.sch.uk	Ms J Sweeney
<b>PENN WOOD Primary</b> (Nursery Class)	C	630	90 104ptp	Penn Road, Slough, SL2 1PH	01753 521811 email: enquiries@pennwood.slough.sch.uk	Mrs Jane Girle
<b>PIPPINS Primary</b> (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 Primary</b> (Nursery Class)	F	780	120 60ptp	Orchard Avenue, Slough, SL1 6HE	01628 600300 email: office@prioryschool.com	Mrs J Laver
<b>RYVERS Primary</b> (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 Catholic Primary School and Nursery</b>	VA	570	90 60ptp	Farnham Road, Slough, SL2 3AA	01753 645828 email: post@stanthonys.slough.sch.uk	Mrs M Stacey
<b>ST. ETHELBERT'S Catholic Primary School and Nursery</b>	VA	420	60 52ptp	Wexham Road, Slough, SL2 5QR	01753 522048 email: post@stethelberts.slough.sch.uk	Mrs Fiona Maynard Interim Headteacher
<b>ST. MARY'S CE Primary</b> (Nursery Class)	VC	534	60 52ptp	Yew Tree Road, Slough, SL1 2AR	01753 534791 email: post@stmarys.slough.sch.uk	Mrs R Cross
<b>THE LANGLEY ACADEMY PRIMARY</b>	A	180	90 78ptp	Langley Road, Slough, SL3 7EF	01753 214450 email: admissions@lingleyprimaryacademy.org	Mrs Tracey Bowen
<b>WESTERN HOUSE ACADEMY</b> (Nursery Class)	A	570	90 90ptp	Richards Way, Cippenham, Slough SL1 5TJ	01753 526326 email: whaoffice@theparkfederation.org	Mrs C Snowden Principal

WEXHAM COURT Primary (Nursery Class)	C	708	90 78ptp	Church Lane, Wexham, Slough, SL3 6LU	01753 524989 01753 524533 email: mail@wexhamprimary.com	Miss Navroop Mehat
WILLOW PRIMARY SCHOOL A Marish Academy Trust School (Nursery class)	A	484	60 52ptp	Fernside, Slough, SL2 5FF	01753 551854 Fax 01753 574388 email: officewillow@marishandwillow.co.uk	Mrs H G Denham Executive Head

### 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

- Application to reception** - complete a CAF or apply online. Applications can be made from 1 September 2016 until 15 January 2017. You must include any schools outside of Slough Borough Council that you are applying for.
- 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 2016 and close 15 January 2017. 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.

- 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 2016 and 31 August 2017 they will start secondary school in September 2017.

### What types of school are there in Slough?

There is a brief summary overleaf. If you would like your child to attend any of the schools listed below, you should list them in order of preference on your CAF.

## Allocation details for September 2016

NAME	TYPE	GENDER	PAN 2016	NUMBER OF APPLICATIONS 2016	INFORMATION ON 2016 ENTRY ALLOCATION
Baylis Court	Academy	Girls	160	444	Allocated to all SEN, Looked After, 10% and Siblings, Remaining places allocated randomly.
Beechwood School	Community	Boys and Girls	150	416	Catchment, sibling feeder link to a distance of <b>1.949m</b> . Late applications added to waiting list.
Ditton Park Academy	Academy/ Free School	Boys and Girls	180	672	All timely applications allocated to a distance of <b>2.569m</b>
Eden Girls' School	Academy/ Free School	Girls	100	253	Please contact the school for details of 2016 allocation.
Herschel Grammar	Academy	Boys and Girls	120	1,374	All timely Slough applicants that met the eligibility criteria were allocated. Rank score cut off: <b>118</b> Distance cut off: <b>2.544m</b> .
Langley Grammar School	Academy	Boys and Girls	150	1,445	Rank score cut off: <b>122</b> .
The Langley Academy	Academy	Boys and Girls	180	796	See admissions policy.
Lynch Hill Enterprise Academy	Academy/ Free School	Boys and Girls	120	266	All timely applications allocated.
St Bernard's Catholic Grammar School	Catholic Voluntary Aided Grammar School	Boys and Girls	120	700	Please contact the school for details of 2016 allocation.

St. Joseph's Catholic High School	Catholic Voluntary Aided High School	Boys and Girls	135	330	Please contact the school for details of 2016 allocation.
Slough and Eton Business and Enterprise College	Academy	Boys and Girls	180	673	All timely catchment, sibling, feeder and some distance to <b>1.663m.</b>
Upton Court Grammar	Academy	Boys and Girls	145	1,435	Rank score cut off: <b>116</b> Distance cut off: <b>6.8m.</b>
The Westgate	Academy	Boys and Girls	180	818	All timely trust schools in catchment and some catchment up to a distance of <b>1.280m.</b>
Wexham	Community School	Boys and Girls	140	469	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 2017 is as shown on page 13. 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 2016.
- 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 2016.**

**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 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

2016	
May and June	11+ Registration forms open/closes.
September	1 - Admissions open, applications can be made online Saturday 10 September 2016 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.
2017	
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 2017.
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 2016?

**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 2016 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 2016, 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 2016. 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 at least one of the grammar schools on your CAF.**

**Herschel Grammar:** Please check the admissions criteria on page 84. Herschel's intake number is 120; they will now admit the first 70 according to rank order in the 11+ test and the remaining 50 by proximity - straight line distance from home to school.

**Upton Court Grammar:** Upton Court's intake number is 145; 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 100 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 88. Langley Grammars intake number is 150; 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 96. 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 76 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'16): 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 23 September 2016. Auditions on Saturday 8 October 2016.

#### Open Evening:

Monday, 12 September 2016  
6.00pm to 8.00pm

#### Open Mornings:

Monday, 19 September 2016  
9am to 10am  
Tuesday, 20 September 2016  
9am to 10am  
(By appointment only)

## Beechwood School



### KEY INFORMATION

11-18  
NOR (Jan'16): 815  
Planned Admission: 150  
Uniform  
Community 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 on page 75. 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 15 September 2016  
6.15pm

#### Open Morning:

Tuesday 20 September 2016  
Wednesday 5 October 2016  
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:

Temporary Site 2015-2016  
 Wellington Street  
 Slough  
 Berkshire  
 SL1 1YG

Main Site 2016-2017  
 Kings Reach Development  
 Off Upton Court Road  
 Slough  
 SL3 7NB

#### 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:

Monday to Thursday 8.30am-3.40pm  
 Friday 8.30am-1.30pm

#### Open Day/Evening:

Thursday 29 September 2016  
 4pm-8pm  
 Friday 30 September 2016  
 9am-11am  
 Saturday 1 October 2016  
 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:**

117-119 Whitby Road  
Slough  
SL1 3DR

**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 80 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 5 October 2016, 6-8pm

**Open Morning:**

Friday 7 October 2016

10.30am - 11.30am

Monday 10 October 2016

10.30am - 11.30am

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

**Visits:**

The school welcomes visits during and after the school day. Please contact the school to arrange an appointment.

## Herschel Grammar School



### KEY INFORMATION

11-18  
 NOR (Jan'16): 906  
 Planned Admission: 120  
 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 10 September 2016. Please contact the school or visit the schools website for further information.

#### Open Evening:

Monday 19 September 2016  
 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'16): 1,083  
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 Fax: 01753 598302

**Email:**

[school@lgs.slough.sch.uk](mailto:school@lgs.slough.sch.uk)

**Website:**

[www.lgs.slough.sch.uk](http://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 10 September 2016.

**Open Evenings:**

Tuesday 20 September 2016,  
3.30pm - 8.00pm

**Open Mornings:**

Wednesday 5 October 2016

Open Mornings begin 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.



### Lynch Hill Enterprise Academy



#### KEY INFORMATION

11-18  
NOR (June'16): 141  
Planned Admissions: 90  
Uniform  
Academy Mixed  
Secondary School  
Specialist 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	8.30am-3.35pm
Tuesday	8.30am-4.30pm
Wednesday	8.30am-3.35pm
Thursday	8.30am-3.35pm
Friday	8.30am-2.50pm

#### 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 science, technology, engineering and maths.

#### Open Evening:

Wednesday 21 September 2016,  
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'16): 868  
 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 M Stimpson (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 28 September 2016, 8.00pm

Tours of the school - **invitation for parents and children**

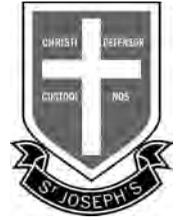
Tuesday 4 October 2016,

Wednesday 5 October 2016,

Thursday 6 October 2016,

All tours start at 9.15am prompt.

## St Joseph's Catholic High School



### KEY INFORMATION

11-18  
NOR (May'16): 753  
Planned Admissions: 135  
Uniform  
Voluntary Aided School  
Co-educational High School

**Address:**

Shaggy Calf Lane  
Slough  
SL2 5HW

**Telephone:**

01753 524713 Fax: 01753 579128

**Email:**

[office@st-josephs.slough.sch.uk](mailto:office@st-josephs.slough.sch.uk)

**Website:**

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

**Headteacher:**

Mr Ciran Stapleton MA, NPQH

**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 99.

**Open Evening:**

Thursday 22 September 2016 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'16): 1,128  
 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:

Mrs A Sharma B.A.

#### 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 94.

- 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 6 October 2016  
 4.30pm - 7.00pm.

#### Visits:

The headteacher offers a tour of the school every Thursday at 9.15am.

## Upton Court Grammar School



### KEY INFORMATION

11-18  
NOR (June'16): 1,050  
Planned Admissions: 145  
Uniform  
Academy/Leading Edge School/Language College/  
National Teaching School/Science College  
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

#### Principal:

Mrs M M Hernández Estrada, 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 27 September 2016,  
4.00pm - 7.00pm

#### Open days by appointment

Tuesday 4 October 2016  
Thursday 6 October 2016  
Monday 10 October 2016  
9.00am - 1.20pm

#### Visits:

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

## The Westgate School



The  
Westgate School

### KEY INFORMATION

11-18  
NOR (Jan'15): 993  
Planned Admissions: 180  
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:

Tuesday 13 September 2016.  
6.00pm - 8.30pm.

## Wexham School and Specialist Sports College



### KEY INFORMATION

11-18  
NOR (June'16): 902  
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.co.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 on page 75.

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 4 October 2016,  
5.00pm - 8.00pm

#### 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 2016/2017 and 2017/2018?**

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

**2016/2017 SCHOOL YEAR**

**AUTUMN 2016**

**Term 1**

Term starts on: Thursday 1 September 2016  
 Term ends on: Friday 21 October 2016  
 October Holiday: Monday 24 October 2016 to  
 Friday 28 October 2016

**Term 2**

Term starts on: Monday 31 October 2016  
 Term ends on: Tuesday 20 December 2016  
 Christmas Holiday: Wednesday 21 December 2016 to  
 Tuesday 3 January 2017

**SPRING 2017**

**Term 3**

Term starts on: Wednesday 4 January 2017  
 Term ends on: Friday 10 February 2017  
 February Holiday: Monday 13 February 2017 to  
 Friday 17 February 2017

**Term 4**

Term starts on: Monday 20 February 2017  
 Term ends on: Friday 31 March 2017  
 Spring Holiday: Monday 3 April 2017 to  
 Monday 17 April 2017

(Good Friday - 14 April; Easter Monday - 17 April 2017)

**SUMMER 2017**

**Term 5**

Term starts on: Tuesday 18 April 2017  
 Term ends on: Friday 26 May 2017  
 May Holiday: Monday 29 May 2017 to  
 Friday 2 June 2017

**Term 6**

Term starts on: Monday 5 June 2017  
 Term ends on: Friday 21 July 2017

**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

\*INSET Days - There are five inset (or teacher training) days to be taken during the 2016/17 and 2017/18 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 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 2015/16 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 Allowance (IBJSA)
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (TC602) - if you have a yearly income of less than £16,190 and do not get working tax credit, then your child/children are entitled to free school meals
- Guarantee Element of State Pension Credit (M1000 Award Notice).

### Not claiming benefits, but have a child in Reception, Year 1 and Year 2 from September 2016?

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 more than £400 per child per year.
- Schools can benefit directly by receiving more than £1,300 for each eligible primary school child and more than £900 for each secondary child.

If you think you are eligible for free meals, or want to register for your universal free meal apply online at [www.slough.gov.uk](http://www.slough.gov.uk).

### CHOICE ADVICE

**Transferring to Secondary School can be a difficult and confusing time for parents, carers and children. If you are having problems understanding the secondary school admission process, there is help available.**

**The Choice Advisor can assist you with making the right choices of secondary school by giving you information on:**

- How co-ordinated admissions works
- Different admissions policies
- Ofsted reports
- Online admissions

**And any other advice you may need.**

**The Choice Advisor is impartial and independent of Admissions and Transport.**

**If you require general information or assistance please contact the Choice Advisor on 01753 787663.**

### Contact details for other local authorities:

- Bucks Admissions:  
Tel: 01296 383250  
Email: [admissions@buckscc.gov.uk](mailto:admissions@buckscc.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 (2 form entry Years Rec. 1 & 2 in 2017) and in KS2 32 pupils per class (2 form entry in Years 3 and 3 form entry in Years 4, 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 2017 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.

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 Castlevue 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

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 serious domestic or family problems or the child having a chronic medical condition).
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. 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.

### Definitions

**Sibling** a brother or sister sharing a common parent [not cousin living in an extended family]

**School's catchment area** detailed on the attached map. With effect from September 2017 (i.e. for admission in September 2017) the new development in Upton Court Park (King's Reach) will be included in the school's catchment area.

## 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 2014/2015 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 2017/2018 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 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) 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 f) 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 by SBC and then kept by the school. Parents/carers will be required to confirm to the school 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 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.

### 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 2017

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 2012 and 31 August 2013 may apply for them to be admitted to the Reception Year in September 2017. There are 30 places available. Our policy is not to offer admission in September 2017 to children who were born on or after 1 September 2013.

Parents of a child whose fifth birthday falls between 1 September 2017 and 31 March 2018 may request that their child is not admitted until later in the school year 2017/18 (no later than the term after the child's fifth birthday, when s/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 2018 and 31 August 2018 (summer born children), parents who do not wish them to start school in school year 2017-18, but to be admitted to the Reception Year in September 2018, should proceed as follows. They should apply at the usual time for a place in September 2017 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2018. 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 2018) for a Reception place in September 2018. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2017 (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 2018 for a Year 1 place in September 2018. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2017-18 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 2017 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 2017. 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 2017.

## 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 2017-18 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 2016

The school received ... applications expressing a preference for admission to the Reception Year in 2016 by the closing date in January 2016. These were ranked as follows:

Children with statements naming the school

Criterion 1

Criterion 2

Criterion 3

Criterion 4

Criterion 5

Criterion 6

30 places were offered, with the cut-off coming under criterion ....

### 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

The Governors of Godolphin Infant School are required by the authority to publish the standard number of pupils intended to be admitted in one year. The figure for this school, for this academic year, is 120 giving a planned accommodation level of 360.

The Local Authority (LA) manages the admission process via a Common Application Form (CAF) for children entering school as routine admissions into Reception Classes in September of each year. The criteria used for admissions are as follows:

1. Children who live in the catchment area of the school.
2. 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. 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 to the LA with the CAF, or with a printed copy of the on-line form if completed online.
3. Children who have siblings attending the school. This 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 and are attending Godolphin Junior School.
4. 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
5. 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.

- The governors will not allow any class to exceed 30 other than for reasons of extreme need, such as admitting a Looked After Child.

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.

### Waiting list

A waiting list for admissions to the school is managed by the school, supported by data held by the LA.

Potential pupils are added to the list for the year-band they fall into. The distance is calculated from a pupil's house to the school in meters. The one closest to the school goes to the top of the list. The Waiting List also incorporates the Admission Criteria. Parents are notified when a space becomes available.

Each term, we write to those who are still on the list, asking them if they wish to remain on the list - if no, they are removed from the list. Parents have to reply within one week.

### 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:

- Children whose home address is in the designated area of the school.
- 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.

### 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 2017. Applications are welcome from families whose child reaches his/her 4th birthday between 1st September 2016 and 31st August 2017.

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

A completed Priest's/Religious Leader's reference form will be asked for to support the application, where relevant.

### **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, Holy Family Church 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 2016 a few children in oversubscription criteria 10 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. The waiting list will be maintained by the Governing Body in the order of the oversubscription criteria and not in the order in which the applications are received.

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 2017-2018**

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 2017, 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. This form is available from the school, Holy Family Church or from the school's website at [www.holyfamilycatholicschool.org.uk](http://www.holyfamilycatholicschool.org.uk)

The Local Authority will write to you on behalf of the Governing Body with the outcome of your application on or about 17th April 2017. 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 2018, 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.

**'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

### 1. Introduction

**Please note: a place in Khalsa Nursery does not mean that your child will automatically have a place in Khalsa Primary School; parents have to apply again for a Primary School place for the Reception Class.**

Khalsa Primary School is a VA school in the Trusteeship of the Slough Sikh School Trust. The school is conducted by its Governing Body as part of the Sikh community in accordance with its Trust Deed and Instrument of Government. The school exists primarily to serve the Sikh community, but welcomes applications, from those of other or no faith, who support and respect the religious ethos of the school. The Trust requires the school to provide 80% of the places to children of the Sikh faith and 20% to children of non-Sikh families. The Governing Body is the ‘Admissions Authority’ for the school. The Local Authority will administer the offer of places on its behalf. The Admission Panel (on behalf of the Governing Body) makes all the decisions in regards to allocating school places; the Head Teacher 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 treated on merit and in a sensitive manner. Providing the school can meet their needs, the background, level of ability of a child or any special needs that he or she may have plays no part in the admissions policy of this school.

### 2. Reception Admissions Process

Age of child: Children are admitted to Khalsa in the September following their fourth birthday

**Step 1:** There are 3 parts to you application:

- a) Apply for school places using the Common Application Form (CAF) form via your own Local Authority naming Khalsa Primary School, Slough as your preferred school.
- b) Complete a Khalsa Admissions Form (AF), provide a copy of the child's Birth Certificate and proof of address.

c) Either  
if the Applicant has a sibling attending KPS from Reception to Year 6 when the Applicant is due to start Reception class, parents are NOT required to fill in an RQ but MUST complete a covering letter (CL) answering the two questions posed in it.

Or

if the Applicant does not have a sibling attending KPS from Reception to Year 6 when the Applicant is due to start Reception class, parents ARE required to fill in a Religious Questionnaire (RQ).

*NOTE: AF, RQ & CL are available on the School's website: [www.khalsaprimaryschool.com/admissions.html](http://www.khalsaprimaryschool.com/admissions.html)*

**Step 2:** All parts of your application can only be submitted between the dates specified on the forms

**Step 3:** Parents are strongly advised to keep a photocopy of all parts of their application should any query arise.

Please send the Religious Questionnaire (RQ) to Admissions, PO Box 4255, Slough, Berks, SL1 0RJ by Recorded Delivery.

Please send the Admissions Form (AF) with a copy of the applicants Birth Certificate, Proof of Address and Cover Letter (CL) (if applicable), to Khalsa Primary School, Wexham Road, Slough, SL2 5QR OR submit by hand to the Admissions Officer at the school office. A receipt for all applications will be provided.

**Step 4:** The (RQ) will be then assessed objectively by the Slough Sikh School Trust and the RQ results passed to the Admissions Panel who will allocate school places. The CL is not marked; it is for information only.

This information will be sent to Slough Borough Council.

Slough Borough Council will inform you of your child's allocation by the April date designated each year.

For your application to be valid all three parts of the application must be submitted between the dates specified on the forms.

Any part of the application received after the closing date will be deemed late and be given lower priority than those received on time, regardless of their RQ score (if applicable) and will be placed on the waiting list, as detailed in the Admissions Criteria below.

Answers in English or Panjabi are acceptable for the RQ and Covering Letter (CL). Support will be given to parents who require translation or a scribe.

### 3. Admissions Over-subscription Criteria

The Governing Body of Khalsa Primary School determines their admissions criteria. The Local Authority administers the offer of places on its behalf. After the admission of pupils with statements of Special Educational Needs, where KPS is the named school on the Statement, remaining school places will be allocated. If the school receives more than 60 applications for places in one year group, the following oversubscription criteria will be applied:

1st Children in public care ('Looked After' Children) and previously looked after children who ceased to be so because they were adopted or became subject to a residence order or special guardianship order.

2nd Other or No Faith. The first 12 places (20%) will be allocated to children living with parents in the tradition of any faith other than Sikh or no faith. Evidence of this will be required through completion of the RQ or CL. In the event that these places are not taken up by the end of the academic year or LA deadlines for statutory schooling applications, these places will instead be offered to Sikh children as per the 3rd criteria below.

3rd Sikh Faith. Up to 48 places (80%) will be allocated to children living with parents, who demonstrate a commitment to the Sikh faith. Evidence of this will be required through the completion of the RQ form (if applicable).

The ranking order for place allocation is applied to the above described 2nd criteria first then the 3rd criteria:

- a) All applicants that have completed a CL who have a sibling who is already attending KPS in Years 1 to 6, in the academic year the applicant enters Reception class.
- b) RQs with a Good score and then by distance
- c) RQs with a Satisfactory score and then by distance

4th Insufficient Scores. In the event places are still remaining the ranking order for place allocation is:

- 1) Other or No Faith RQs with an Insufficient score and then by distance
- 2) Sikh Faith RQs with an Insufficient score and then by distance.

#### 4. In-Year Admissions Process - Year Reception to Year 6

Definition: In-year admissions are admissions to any year group at any time within the academic year.

**Step 1:** There are two parts to your application:

- a) Complete a Khalsa Admissions Form (AF), provide a copy of the child's Birth Certificate and proof of address.

- b) Either

If the applicant has a sibling attending KPS from Reception to Year 6 when the applicant is due to start at the school, parents are NOT required to fill in a RQ but MUST complete a Covering Letter (CL) answering the two questions posed in it.

Or

If the applicant does not have a sibling attending KPS from Reception to Year 6 when the applicant is due to start, Parents ARE required to fill in a RQ.

*Note: AF, RQ & CL are available on the School's website: [www.khalsaprimaryschool.com/admissions.html](http://www.khalsaprimaryschool.com/admissions.html)*

**Step 2:** All parts of your application can be submitted at any time of the year.

Parents are strongly advised to keep a photocopy of all parts of their application should any query arise.

**Step 3:** Please send the Religious Questionnaire (RQ) to Admissions, PO Box 4255, Slough, Berks, SL1 0RJ by Recorded Delivery.

Please send the Admissions Form (AF) with and Cover Letter (CL) (if applicable), to Khalsa Primary School, Wexham Road, Slough, SL2 5QR OR submit by hand to the Admissions Officer at the school office. A receipt for all applications will be provided.

**Step 4:** The (RQ) / (CL) will be assessed objectively by the Slough Sikh School Trust and the RQ results passed to the Admissions Panel who will allocate school places.

For your application to be valid both parts of the application must be submitted at the same time.

**Step 5:** Khalsa Primary School will inform you about the outcome of your application within four weeks.

If the Year group you have applied to is already full your application will be placed on the waiting list, ranked as detailed in the Admissions Over-Subscription Criteria on page 4.

Answers in English or Punjabi are acceptable for the RQ and Covering Letter (CL). Support will be given to parents who require translation or a scribe.

#### 5. Explanatory Admissions Information

- The area served by the school includes all Slough wards and neighbouring boroughs.
- The number of pupils in any one year group from Reception to Year 6 is limited to no more than 60 (2 Form entry) and each class size to 30 pupils.
- Children must be admitted into their chronological year group.
- All applications require a copy of the applicant's Birth Certificate and proof of address to be submitted at the time of application.
- Sibling - qualifying relationship is immediate brother or sister only; this means children sharing one or both common parents, step brother or step sister, or legally adopted children, who live in the same household and are attending the school from Year Reception to Year 6 at the time the child is due to start the school. Other extended family relationships (e.g. cousin-brother or cousin-sister) DO NOT qualify for sibling consideration.
- Multiple Births: Where applications are received in respect of twins, triplets or children of other multiple births and KPS is able to offer one child a place in accordance with the Admissions code, KPS will offer a place to the other child/children also.
- For 'Parent' read Parent, Guardian or Carer.

- For Distance allocation: This is as measured in a straight line using the Slough Borough Council's Geographical Information System from the Applicants/Child's home address to the main entrance of the KPS.
- Where only one place is available and two or more addresses produce identical distance measurements (Proof of Residence will be required), the names of the applicants will be written on separate pieces of paper and one of them randomly drawn to allocate the place.
- We only accept applications for children who are living at a UK address.
- We can only speak to parents and legal guardians about a child's admissions details.
- Khalsa Primary School has no link with Khalsa Secondary Academy - they are two separate schools, each with their own admissions process and criteria.
- Proof of the applicant's permanent residence will be required at the time of allocation and before a school place can be offered. Original copies of two items of any of the following documents in the applicant's name need to be shown to the Admissions Officer at Khalsa i.e. Council Tax bill, Utilities bill dated within the last three months, Child Benefit, Electoral Roll, etc. 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 admission date. The governors define a permanent residence to be where the family live, eat and sleep 7 days a week. However, in the case of shared custody, evidence will be required from where the child resides for the majority of the week.
- A Religious Questionnaire (RQ) or Covering Letter (CL) can only be submitted once between Reception - Year 6.
- Any late applications for Reception admissions i.e. received after the closing date, will automatically be transferred to the waiting list.

### Religious Questionnaires (RQ)

The RQs are marked objectively into one of three categories for both Sikh and non-Sikh children; Good, Satisfactory and Insufficient. A maximum of 30 marks can be scored. In the Sikh section of the RQ there are six questions so there are a maximum of 5 marks per question. For the non-Sikh RQs there is one question with three parts, carrying a maximum of 10 marks for each part, totalling a maximum of 30 marks.

An RQ score of 21-30 will be considered Good, 11-20 Satisfactory and 10-0 Insufficient.

### Waiting List

- A waiting list will be maintained by the Governing Body in the order of the oversubscription criteria which is not affected by the time of the application. Each time an application is received for the waiting list, it will be ranked according to the oversubscription criteria above. This means that a child's position on the waiting list can go up or down.
- Allocation will not be based on the length of time a child's name has been on the list.
- The school will contact you when a place becomes available. Therefore, please keep the school informed of any change of address or phone numbers.
- Places if allocated from the waiting list cannot be held. You will need to be in a position to take up the place within a fortnight of notification.
- Parents are required to confirm in writing by 30 June (in the academic year of application) to the school that they wish to remain on the Khalsa Primary School waiting list for the following academic year.

### Admissions Appeals

Parents whose child has not been allocated a place at Khalsa Primary School can appeal. The Appeal's form can be obtained from the school office or from the school's website and should be sent to: The Clerk to the Appeals Panel, PO Box 4235, Slough, Berkshire, SL3 3FP.

An appeal can only be made once per academic year:

### Reception Class Appeals:

Appeals have to be lodged within 20 school days of allocation. All appeals lodged within this time must be heard within 40 school days of this date

### In-year (Years 1 to 6) Appeals:

For in year applications, once the school have refused a place, the parent has 20 school days to lodge the appeal from the date of the letter from the school and 30 school days to hear the appeal from that deadline.

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

### Withdrawal

School Admissions Code 2012 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.

## 6. Nursery Admissions

Admissions Information for Nursery Applications

Khalsa has a Nursery class of 5 mornings or afternoons per week. This is non-statutory and has its own admissions procedure.

Please Note: a place in Khalsa Nursery does not mean that your child will automatically have a place in Khalsa Primary School; parents have to apply again for a Primary School place for the Reception Class.

A separate waiting list will be maintained for Nursery ranked in order of the places allocation as described below.

There is no right of appeal for Nursery as attendance is non-statutory.

### Nursery Admissions Process

**Step 1:** Fill in a Khalsa Nursery Admission Form and send to Khalsa Primary School, Wexham Road, Slough, SL2 5QR OR submit by hand to the Admissions Officer at the school office. A receipt for all applications will be provided.

A copy of the child's Birth Certificate will be required with the Admissions Form.

Proof of the applicant's permanent residence will be required at the time of allocation and before a school place can be offered, as described above on Page 6 of this Policy.

**Step 2:** Submit the application any time after the child's second birthday.

**Step 3:** Places are allocated by the schools Admissions Panel and you will be informed of the decision by May before the academic year your child is due to start.

### Nursery Places Allocation

If the school receives more than 52 applications for Nursery places the following oversubscription criteria will be applied:

1st By Applicants who have siblings that already attend Khalsa from Year Reception to Year 6 at the time of admission

2nd By Distance: Distance allocation (as measured in a straight line using the Slough Borough Council's Geographical Information System) from the Applicants/Child's home address to the main entrance of the KPS.

Where only one place is available and two or more addresses produce identical distance measurements (Proof of Residence will be required), the names of the applicants will be written on separate pieces of paper and one of them randomly drawn to allocate the place.

3rd By Age from Oldest to Youngest

### Review of this Policy

This policy will be reviewed by the Governing Body annually and in the light of any changed circumstances in our school, the local area or to comply with statutory law.

## 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 2017

For children born between 01.09.12 and 31.08.13: 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 01.04.2013 and 31.08.2013 (“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 2016 and 15th January 2017. 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 2016 and must be received by Slough Borough Council by midnight on 15th January 2017.
- 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 2017 if a place is available for their child to start in September 2017 (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 2017 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

Our Lady of Peace Catholic Primary and Nursery School is situated in the Dioceses of Northampton and is maintained by Slough Unitary Authority.

The Governing Body has responsibility for setting the admissions criteria to the school and applies the regulations on admissions fairly and equally to all applicants.

Slough Unitary Authority is the co-ordinating authority for the normal round of admissions to the Primary School. The planned admission number means that there are 90 places available in each year group from Reception to Year 6.

A separate application is required for Admission to the Nursery Department of the School. The planned admissions number for the Nursery Department of the School means that there are 60 places available at the Nursery. (Please see separate Admissions Policy for the Nursery Department)

Attendance at the Nursery does not guarantee a place in the Primary School.

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, the ethos of the School is based on Christian Gospel values and the teaching of the Roman Catholic Church, in that it values and respects the pupils and staff of Our Lady of Peace Catholic Primary and Nursery School. Our aim is to respond to all children in our care with sensitivity and imagination.

### Admissions Criteria

We ask parents applying for a place here to have sympathy with our ethos and its importance to the school community.

Where a pupil has an Education Health Care Plan/ Statement of Educational Needs naming the school, the Governors will admit the pupil provided the school can make reasonable adjustments to meet the child's needs.

Factors, which will be considered, will include:

- Impact on the whole class
- Available physical provision
- Specific needs of the child

Looked after Children and previously looked after children will be awarded places at the school.

When pupils in the above categories have been admitted, the Governors wish to offer the remaining places to pupils baptised into the Roman Catholic faith according to the following criteria:

1. Practising Baptised Catholic children with a sibling attending the school at the time of application. (see definition of Practising Catholic)

2. Practising Baptised Catholic children (see definition of Practising Catholic)
3. 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:

4. Children of Christian denomination (see definition of Christian)
5. Children of other faiths (see definition of Other Faiths)
6. Children whose siblings attend the school at the time of application.
7. All other children.

Parents have a right to defer their child's place at Reception age and also have 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. 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 case of two or more pupils being equally qualified for a single vacancy in any of the above criteria, proximity to the school will apply. (Please see definition of Tie Break and Final Tie Break).

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.

### **In-year admissions Reception to Year 6**

Applications for In-Year admissions are made directly to the school on the Common Application Form provided by the Local Authority. 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.

### **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.

**Home Address:** This is the address at which the child resides for most of the week. Distances are measured from the top of the drive of the school to the main front entrance of the child's home using the Slough Geographical Information System.

Examples of Proof of Home Address Documents is as follows:

- Proof of Registration to pay Council Tax
- Utility bill no more than 3 months old - must be in the name of parent/carer of applicant

**Tie Break:** In the event of two or more pupils being equally qualified for a single vacancy, proximity to the school will be the deciding factor. The shortest distance from the school will be the deciding factor in offering a place. Proof of residence is required (for "Home Address" please see definition). Proximity to the school will be measured in a straight line from the top of the drive to the school to the main front entrance of the child's home using the Slough Geographical Information System.

**Final Tie Break:** In the event of two or more pupils being equally qualified in accordance with the Tie Break definition then the following will apply:

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

**Practising Catholic:** Practising Catholics will be determined by a reference confirming regular attendance at Mass. (Please see Supplementary Information form)

Catholic means baptised in accordance with the rites of the Catholic Church within the See of Rome, or enrolled in a baptismal programme. An original copy of a baptism certificate or a letter from the Parish Priest will be required as proof of this.

'Christian' is 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.'

[http://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)

### **Other faiths means - all other faiths**

Proof of Christian or other faith membership must be provided by completion of the Supplementary Information Form, which should be signed by the appropriate Church or faith leader (Please see Supplementary Information form)

Documents required:

All applicants:

- Common Application Form

All Catholic Applicants:

- Original Baptismal Certificate or proof of enrolment in a Baptismal Programme

- Supplementary Information Form signed by the Priest of the Parish

For other Applicants:

- Baptismal or equivalent Certificate confirming membership of a Church or other faith denomination
- Supplementary Information Form signed by Religious Leader

### **Parlaunt Park Primary Academy Admissions policy**

#### **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 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:
    - o 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
- o 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-ordinate 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.

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 the 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 2017 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.).

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.

## 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.

### 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
  - 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

## 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 statement of Special Educational Needs (SEN) 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 Statements of SEN 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. 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. TLAP 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.langleycademyprimary.org](http://www.langleycademyprimary.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 TLAP 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 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 (WHA) will comply with the Schools Admissions and Appeals Codes. WHA will be an inclusive school with no religious faith affiliations.

WHA Council will determine the admissions criteria of WHA. The local authority will administer the offer of places on its behalf.

### Pupil Admissions Number

90 places will be available for entry at Reception. There are 90 places in all other year groups Years 1, 2, 3, 4, 5 and 6.

## 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 Education and Health Care Plans (EHCP) which names WHA priority for admission will be given as follows:

1. A Looked After Child (LAC) (as defined in the Children Act 1989) or a child who was previously looked after but immediately after became subject to an adoption residence, or a Special Guardianship Order (SGO). As defined in the Schools Admissions Code paragraph 1.7, a Looked After Child is a child who is a) in the care of the local authority, b) being provided with accommodation by a local authority in the exercise of their social services function (see the definition in Section 22 (1) of the Children Act 1989) at the time of making an application to the school.
2. Children who suffer from long term medical or psychological condition, which makes it necessary for them to attend WHA. 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 long-term medical or psychological condition, which makes it necessary for them to attend WHA. 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 Nursey) 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 WHA 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. NB - if two addresses are the same distance from WHA, the offering of the place will be decided by lottery.

## Waiting List

When the academy 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 at the top of the list so that the home Local Authority can inform the parent that an offer can be made on behalf of WHA.

Late applications will be considered once all of the 'on-time' applications have been allocated. Subsequent to this, if a school place cannot be offered, they will be placed on 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 Applications/Admissions

Applications for In-Year Admission are to be made through Slough Borough Council Admissions Department who will then provide the academy with a waiting list. All applications will be placed on the waiting list in line with the oversubscription criteria. WHA will contact parents directly if a place becomes available.

## Appeals

Parents who are refused a school place have the right to appeal to an Independent Appeal Panel (through Slough Borough Council Admissions Department).

## Admissions criteria for Community and Voluntary Controlled schools (Secondary)

Children with a **Statement of 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 school's catchment areas are on pages 96-99).

- (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 Common Application Form or with a printed copy of the online form if completed online.
- (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 a Primary school that is formally linked with the secondary school.
- (E) Children whose parents have selected the school for single sex or co-educational reasons.
- (F) 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.

If it is possible to offer your child a place at more than one of the schools, you will receive only one offer but it will be the highest preference that can be offered.

Where an offer cannot be made at any of the preferences requested, you may be offered a place at the nearest school with a vacancy.

Academies, Voluntary Aided schools and Foundation Schools in Slough are all part of The Slough Co-ordinated Admission Scheme but will use their own over-subscription criteria for each application. Please refer to the information on page 13 which describes the different types of schools, and pages 17-30 for Voluntary Aided, Foundation Schools and the Academy's over-subscription criteria.

The Admissions Team will post a letter to you on 1 March 2016 letting you know the outcome of your application. Online applicants can access their results from 1 March and will get email notification on 1 March 2016.

### Other secondary schools

#### Baylis Court School admissions policy

As an 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 2016 Published Admission Number (PAN) for Years 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, 23rd September 2016 and attend for audition on Saturday, 8th October 2016. These arrangements will be applied for entry in September 2017.
- 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 2017 is Friday 23rd September 2016. 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 8th October 2016 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 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 and shall admit up to this number each year. All applicants will be admitted if fewer than 180 applications are received.

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 will be 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 inc. E&M 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 2017/18

Eden Girls' School, Slough is part of the Tauheedul Education Trust. The Tauheedul Education Trust has devolved responsibility for 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 for 2017/18 academic year

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 2016.

Parent(s)/carer(s) will be advised of the outcome of their application on 1st March 2017. The proposed published admission number for the Year 7 intake in 2017 will be 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 2016. If the evidence from the professional is received after 31st October 2016, then the Governing Body will accept this as long as it is received by 11th December 2016, 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 borough 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 11th December 2016. 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 2017 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 2017 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 120.
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. Pupils with special educational needs (where written evidence is supplied from a recognised authority specialising in the particular needs of the pupil) 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;
5. 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 available, places will be allocated according to the following oversubscription criteria in this order of priority:
  - (i) Looked After Children who have reached the required standard. If this happens during the normal admission round, the number of places available to other applicants will be reduced accordingly;

- (ii) the next 70 pupils in rank order of performance in the tests;
  - (iii) 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. If this happens during the normal admission round, the number of places available to other applicants will be reduced accordingly;
  - (iv) 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.
6. In the event of one or more eligible pupils being tied for a final place or places within criteria (i), (ii), (iii) or (iv), 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.
  7. 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.
  8. 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.
  9. 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.

10. The school will establish arrangements for all appeals against non-admission, which will be independent of the school.
11. 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) *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.*
- c) *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. This policy is linked to Equality Policy.

### 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 Academy 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 2017 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 2016)

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 Local and General Admission Area 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 Local Admission Area.
    - b) Eligible applicants with a permanent home address [See notes (c) & (d)] within the school's General Admission Area who are eligible for the Pupil Premium or Service Premium 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 General Admission Area, in rank order of performance in the admission examination.
    - e) Eligible applicants who live outside the General Admission Area, 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 Coordinated 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 2017.
- ### 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 2017 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 (f)];
    - b) minimum of grade 5 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 11;
- 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) 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) The School's Admission Area comprises the following postcode sectors:
 

Local Admission Area	SL3 7, SL3 8 and SL3 0
General Admission Area	SL0 - 2, Remainder of SL3, SL 4 - 9 TW3 - 5, TW7, TW13 -15, TW18 - 20 UB1 - 10 W5, W7, W13 HA0 - 5 RG12, RG42
- c) In applying these admission arrangements, '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 on 31 October 2016. 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.
- 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 wishing to have eligibility for Pupil Premium or Service Premium considered as part of the admissions process must be able to demonstrate that they are in receipt of Income Support; Income Based Jobseeker Allowance (IBJSA); Employment & Support Allowance Income Related (ESA(IR)); Support under part VI of the Immigration and Asylum Act 1999; Child Tax Credit (TC602) provided the annual household income does not exceed £16,190; or the Guarantee Element of State Pension Credit (M1000 Award Notice)
- 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 Local and General 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 over-subscription criteria in this order:

- Any request for the allocation of a place for children looked after or formerly looked after<sup>1</sup> 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.

### 2. Admissions to Year 7

The admission arrangements will apply to applicants for places in Year 7 from September 2017. 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 2016.

### 3. 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 ([www.slough.gov.uk/admissions](http://www.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 2016.

### 4. 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.

## 5. 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.

## 6. 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.

## 7. 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 2017 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 16th October 2016. 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).

#### 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.

The school will publish details of admissions and appeals arrangements every year.

#### 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)/guardians(s). Please refer to the endnotes indicated for the following terms: Practising, Catholic, Looked After, Orthodox, Staff and Other Christian:

1. Catholic<sup>i</sup> Looked After<sup>ii</sup> children.
2. Practising<sup>iii</sup> Catholic children.
3. Catholic children.
4. All other Looked After children.
5. Practising Orthodox<sup>iv</sup> children.
6. Orthodox children.

7. Children of Staff<sup>v</sup>.
8. Practising Other Christian<sup>vi</sup> 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 2016.

### 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 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.

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.

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.

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. Places are automatically considered to be confirmed if the eligibility criteria have been met on the GCSE results day. 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.

### 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 for Year 7 Entry in September 2017 is 145.
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. The required minimum score in the tests to be eligible for a place is 111.
5. The legislative framework for the Special Educational Needs system and the detailed guidance in this Code of Practice underpinned by the principles set out in Clause 19 of the Children and Families Bill 2014, requires the school to accept a child with an Education, Health and Care Plan if the parent or young person names UCGS on the Common Application Form (CAF), provided s/he has met the 11+ eligibility criteria. In addition, the Governing Body must deem the child's attendance to be compatible with the efficient use of resources and education of other students.

The Local Authority must consult the Governing Body and the Principal of the school and consider their comments very carefully before deciding whether to name eligible children on the young person's Education, Health and Care Plan, sending them a copy of the draft Plan(d).

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. Following on, 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) Pupils with an Education Health and Care Plan under the Children and Families Bill 2014, where this pupil has reached the required standard on the test and where the school has been named by the local authority on the EHC plan as agreed with the Governors and the Principal.
  - (iii) 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 vi).
  - (iv) Children of members of staff who have been employed at the school for 2 years or more prior to application on .5 timetable 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 the school and excludes those contracted through external agencies.
  - (v) The next 100 Pupils in rank order of performance in the tests
  - (vi) 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.
7. 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, 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.
8. 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. The waiting list will operate until the end of December 2017.
9. 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.

10. Details of admissions and appeals arrangements will be published by the school every year.

### **In-Year Admissions to Years 7-11**

11. 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, or
  - (iii) 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 will not be considered for entry to Years 8-11.

### **Admissions to the Sixth Form**

12. 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.
13. 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.
14. The planned admission number for Year 12 entry, including existing UCGS Year 11 students and external applicants, is 180.
15. 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.

16. 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.
17. 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.
18. 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 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.*
- 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 September 2015. In the event of no changes, consultation must take place every seven years, scheduled for September 2022.*

## 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 The Westgate School is the Admission Authority and 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 Authority's computerised measuring system. If the same distance applies medical, social or special educational needs will be taken into consideration.

#### Notes:

- The child's place of residence is taken to be the parental home.
- The catchment area is as outlined on the attached map.

#### **4. Application outside of the normal intake timetable**

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 published admission number for each year group in 2016/17 is 180.

#### **5. Admission of children outside their normal age group**

In reference to paragraph 2.17 of the School Admission Code, if a parent requests their child to be admitted outside their normal age group, the admissions authority will decide on the basis of the circumstances provided.

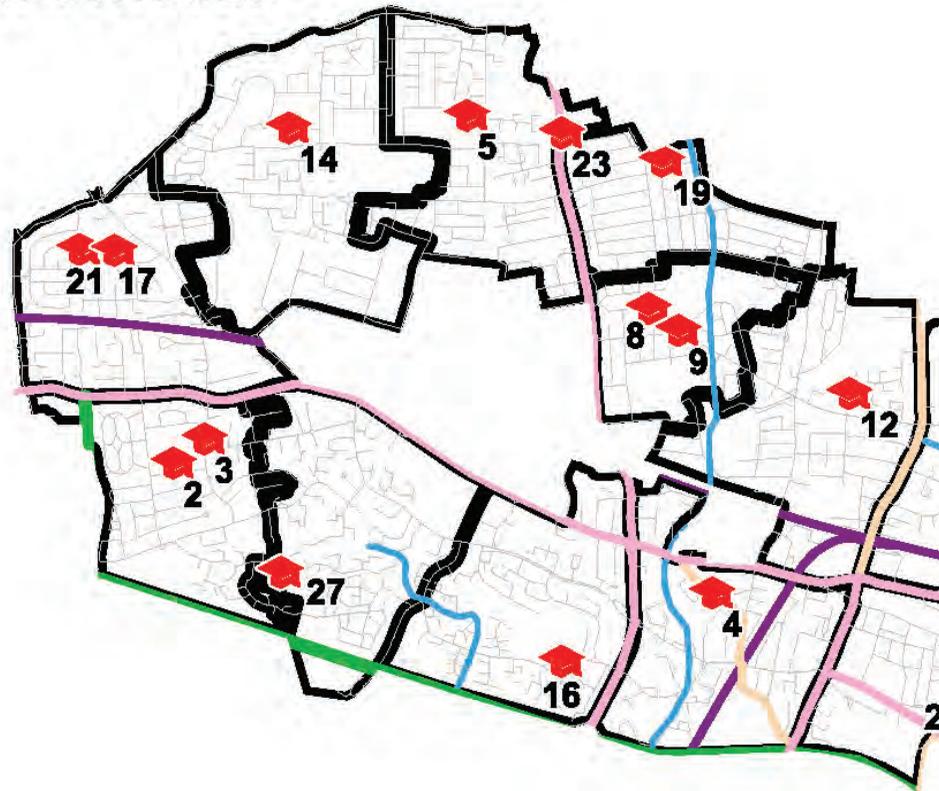
#### **6. Sixth Form**

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+.

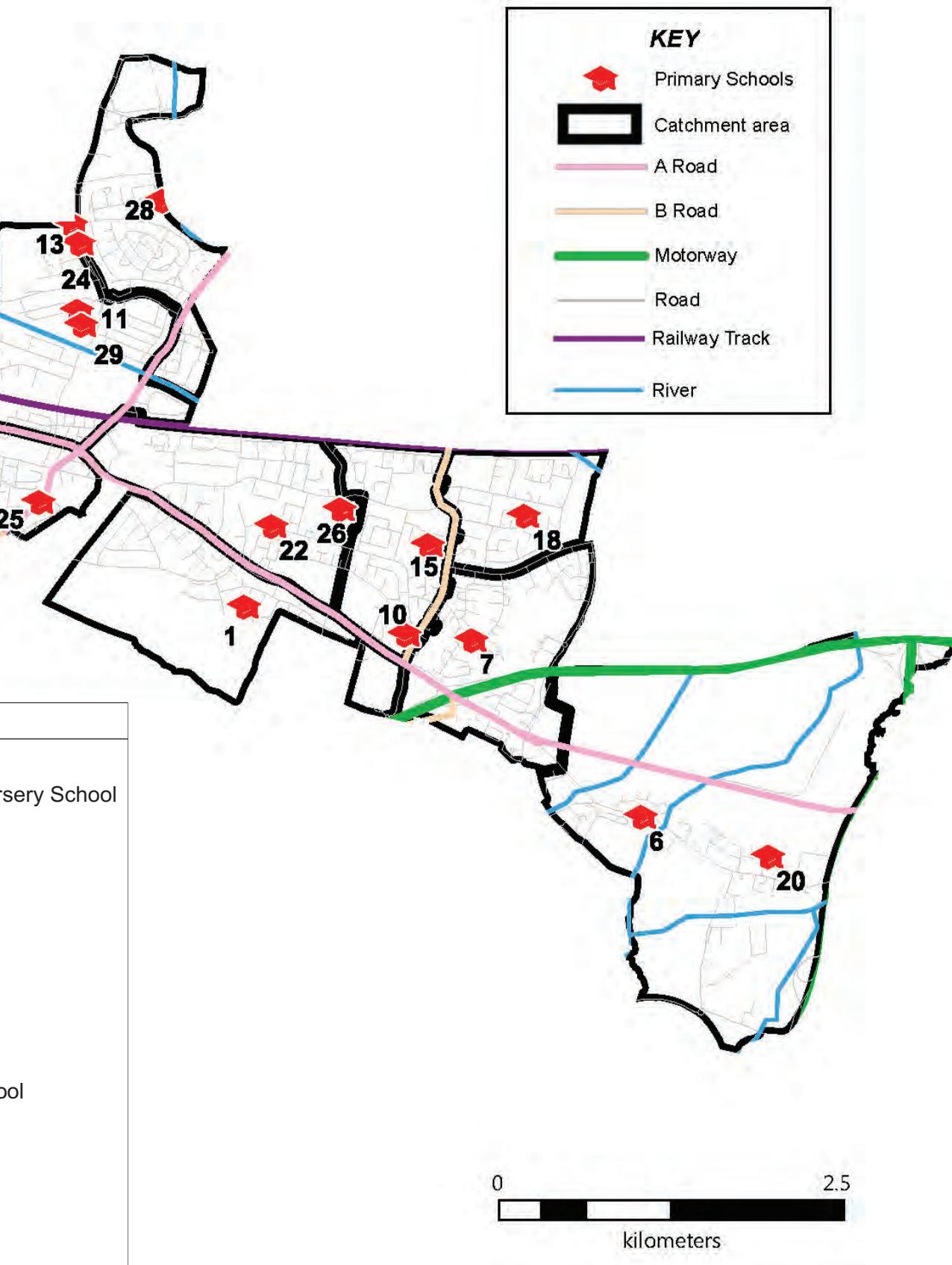
#### **7. Appeals against non-admission**

- 7.1 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.
- 7.2 Appeals will only be heard from parents who have first sought admission, and been refused.
- 7.3 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.
- 7.4 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.

## SLOUGH PRIMARY SCHOOLS

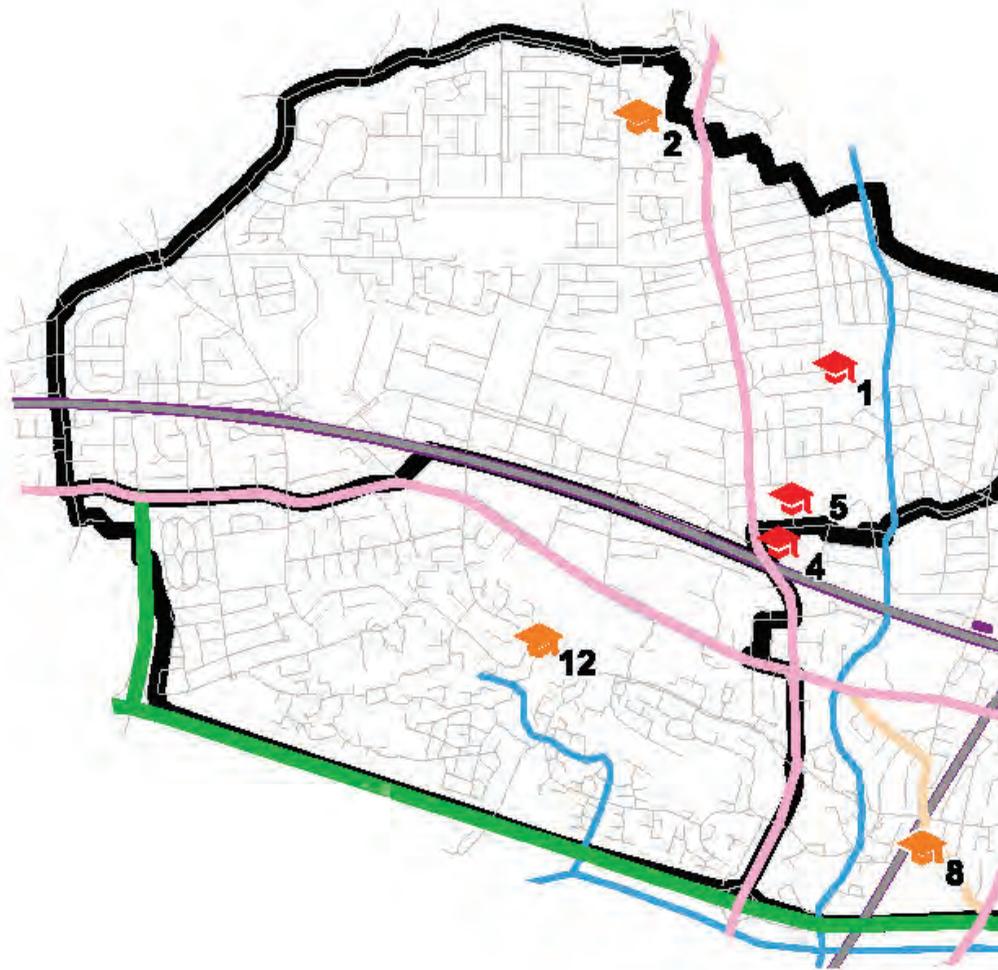


Number	Primary school name	Number	Primary school name
1	Castleview Primary School	16	Montem Academy
2	Cippenham Infant School	17	Our Lady of Peace Catholic Primary & Nurs
3	Cippenham Primary School	18	Parlaunt Park Primary Academy
4	Claycots School	19	Penn Wood Primary and Nursery School
5	Claycots School	20	Pippins School
6	Colnbrook Church of England Primary School	21	Priory School
7	Foxborough Primary School	22	Ryvers School
8	Godolphin Infant School	23	St Anthony's Catholic Primary School
9	Godolphin Junior School	24	St Ethelbert's Catholic Primary School
10	Holy Family Catholic Primary School	25	St Mary's Church of England Primary Scho
11	Iqra Slough Islamic Primary School	26	The Langley Academy Primary
12	James Elliman Academy	27	Western House Academy
13	Khalsa Primary School	28	Wexham Court Primary School
14	Lynch Hill School Primary Academy	29	Willow Primary School
15	Marish Primary School		

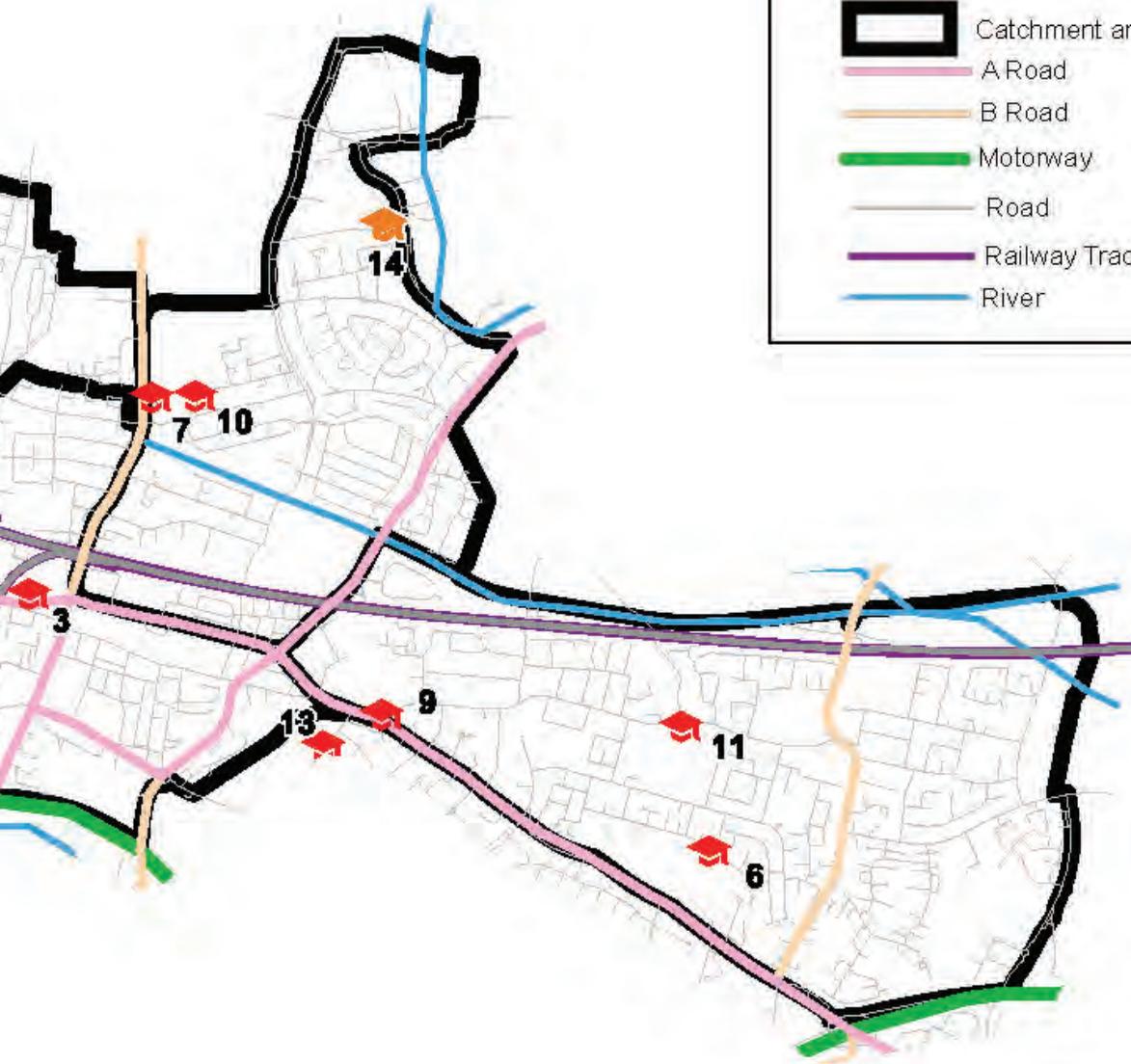


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## SLOUGH SECONDARY SCHOOLS

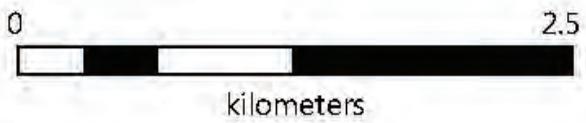


Number	Secondary school name	Number	Secondary school name
1	Baylis Court School	8	Slough and Eton Church of England College
2	Beechwood School	9	St Bernard's Catholic Grammar School
3	Ditton Park Academy	10	St Joseph's Catholic High School
4	Eden Girls School	11	The Langley Academy
5	Herschel Grammar School	12	The Westgate School
6	Langley Grammar School	13	Upton Court Grammar School
7	Lynch Hill Enterprise Academy	14	Wexham School



**KEY**

-  Schools without catchments
-  Schools with catchments
-  Catchment area
-  A Road
-  B Road
-  Motorway
-  Road
-  Railway Track
-  River







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  
School Services, Slough Borough Council, 51 Bath Road, Slough SL1 3UF

June 2016