

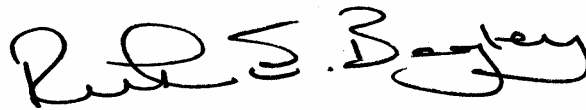
Public Document Pack

Date of issue: 4th March, 2008

MEETING	ADMISSIONS FORUM
DATE AND TIME:	WEDNESDAY, 12TH MARCH, 2008 AT 4.00 PM
VENUE:	COMMITTEE ROOM 2, TOWN HALL, BATH ROAD, SLOUGH
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	KEVIN BARRETT (01753) 875014

NOTICE OF MEETING

You are requested to attend the above Meeting at the time and date indicated to deal with the business set out in the following agenda.



RUTH BAGLEY
Chief Executive

NOTE TO MEMBERS

This meeting is an approved duty for the payment of travel expenses.

AGENDA

PART 1

<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
	Apologies for absence.		

<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
1.	Minutes of the Last Meeting held on 17th January, 2008.	1 - 4	
2.	Proposed Admission Arrangements - 2009/10 School Year.	5 - 68	
3.	Date of Next Meeting.		

Press and Public

You are welcome to attend this meeting which is open to the press and public, as an observer. You will however be asked to leave before the Committee considers any items in the Part II agenda. Special facilities may be made available for disabled or non-English speaking persons. Please contact the Democratic Services Officer shown above for further details.

Minicom Number for the hard of hearing – (01753) 875030

ADMISSIONS FORUM – Meeting held on Thursday, 17th January, 2008.

Present:-

Community and Voluntary Controlled Schools

Gill Bodman – Western House Primary School

Foundation Schools

Maureen Ball – Baylis Court Secondary School
Hilda Clarke – Langley Grammar School

Voluntary Aided Schools

John McAteer – St Bernard’s Grammar School

Parent Governor Representatives

Mohammed Din – Ryvers Primary School

Local Education Authority

Councillor David Maclsaac
Councillor Patrick Shine

Also present: Kevin Marsh (NUT), Ian Sandbrook (Interim Director of Education and Children’s Services), Tony Browne (Head of School Services) and Kevin Barrett (Democratic Services Manager).

PART I

1. Welcomes and Introductions

Ian Sandbrook, Interim Director of Education and Children’s Services, welcomed those present to what was the first meeting of the newly constituted Admissions Forum and explained the very important role that the Forum would perform in dealing with what were complex admission arrangements in the Borough. He advised that, as the newly appointed Director of Education and Children’s Services, Clair Pyper would shortly be starting work with the Council, this was likely to be the only meeting of the Forum which he would be attending. He outlined the role of the Forum and wished it well in its future deliberations.

Those present at the meeting introduced themselves.

2. Election of Chair

Resolved - That Councillor David Maclsaac act as Chair of the Forum for the remainder of the current municipal year.

Admissions Forum - 17.01.08

3. Election of Vice-Chair

Resolved - That Hilda Clarke act as Vice-Chair of the Forum for the remainder of the current municipal year.

4. Draft Terms of Reference

Mr Browne introduced the draft terms of reference to the Forum, advising that they had largely been lifted from the Code of Practice. However, the Forum had some discretion to regulate its own proceedings.

Particular reference was drawn to the issue of the quorum for Forum meetings. It was noted that a quorum of five was being recommended. However, Mr Cafolla, who hoped to join the meeting later, had advised that he considered five to be an insufficient number for a quorum, given that this was less than a quarter of the full core membership. There was general sympathy with this view and, following discussion, it was agreed that the quorum should be increased to six members, including at least one local authority appointed member and two school members.

A Member sought clarification of the definition of “the interests of children and parents within the Slough area”. It was pointed out that this should be a broad definition comprising all of those affected by school organisation in Slough, whether they lived within the Slough area itself or only attended a school in Slough. In this regard, it was suggested that the Forum may wish to consider appointing a representative from outside of the Slough area to discuss cross-boundary issues etc.

Clarification was also sought as to whether the Forum was happy for LEA Officers to attend the meeting in an advisory capacity and this was confirmed.

Resolved - That the draft terms of reference be approved as submitted, subject to the amendment of the quorum as agreed.

5. Future Work Programme

It was suggested and agreed that the Forum should receive a briefing at its next meeting on the current admission timetable and arrangements to put the process into context. The meeting should also receive a information on the current admissions arrangements in the various Slough schools.

It was further noted that the consultation period on the admission arrangements for September, 2009 finished at the end of February, 2008 and it would be appropriate for the next meeting to consider a report on the outcomes of that consultation.

Admissions Forum - 17.01.08

6. Date of Next Meeting

It was agreed that the next meeting of the Forum take place on Wednesday, 12th March, 2008 at 4.00 p.m. in the Town Hall.

Chair

(Note: The Meeting opened at 4.00 p.m. and closed at 4.30 p.m.)

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4th February 2008

Department: Education & Children's Services
Contact Name: Tony Browne
Contact No: 01753 875728
Fax: 01753 875716
Email: Admissionshelpline@Slough.gov.uk

See Distribution List Below

Dear Colleague

Proposed Admission Arrangements - 2009/2010 School Year

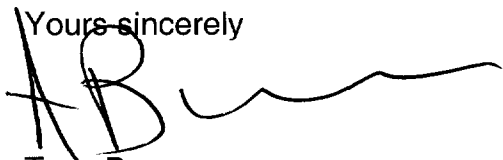
There are no changes proposed to the admission criteria for community and voluntary controlled schools for the 2009/10 school year. Current admission arrangements can be found on Slough Borough Council's website at www.slough.gov.uk/services/11500.aspx.

Details of the draft primary and secondary co-ordinated admission schemes are below. If you have any comments on these please return them to me by the end of February 2008.

To streamline the consultation process details of the proposed admission policies for Slough foundation and voluntary aided schools are also enclosed. The Khalsa School and The Langley Academy will consult separately. If you have any comments on the proposals for foundation and voluntary aided schools, please contact individual schools directly, by the end of February 2008.

Final versions of all admission policies must be agreed in April 2008 and a further letter will follow confirming any changes.

Yours sincerely



Tony Browne
Head of School Services

Circulation: The Heads of all Slough Schools
The Chairs of Governors of all Slough Schools
Members of Slough Admission Forum
Oxford Diocesan Board of Education
Northampton Diocesan Schools Commission
Surrey County Council
London Borough of Hillingdon
Royal Borough of Windsor & Maidenhead
Buckinghamshire County Council

SLOUGH BOROUGH COUNCIL

COORDINATED PRIMARY ADMISSION SCHEME

SEPTEMBER 2009

(i) INTRODUCTION

Regulations require Local Authorities (LA) to co-ordinate arrangements for admission to primary schools. The scheme will apply to all children who are due to start school in September 2009. A requirement is that parents should be able to apply for any maintained school in the Slough area using a Common Application Form (CAF). Parents will receive one offer of a place.

(ii) SCHEME OVERVIEW

Parents will be able to express up to three preferences and give the reasons for these preferences. Parents will be asked to rank their preferences, the ranking being used to determine which place should be offered, if places are available at more than one of the preferred schools. If a place cannot be offered at any of the preferred schools then a place will be offered at the nearest school with places available.

The LA will issue and receive the CAFs on behalf of all maintained schools in the Borough. The LA will forward details of any applications for Voluntary Aided and Foundation Schools to these schools. Governing bodies will consider the applications and forward allocation and refusal lists to the LA, within the timescale below. The LA will notify applicants on the date below. Each child will receive a single offer.

Common Application Form (CAF)

A common form will be drafted in conjunction with primary schools. It will be the only method in which parents can apply for places at a Slough maintained school. Voluntary Aided Schools may wish to seek supplementary information from parents to support an application on denominational grounds.

Casual Admissions

Parents will continue to apply directly to schools.

Pupils with a Statement of Special Educational Needs

The SEN Team will manage this process and notify parents by 15 February 2009 about the outcome.

Non-Slough Residents Applying for Slough Schools

Residents of neighbouring boroughs will apply for places at Slough schools using Slough's CAF.

Slough Residents Applying for Non-Slough Schools

Slough residents will apply for places at schools in neighbouring boroughs using the maintaining LA's CAF.

Waiting lists

The LA will initially maintain waiting lists for over-subscribed schools for 2 weeks after the offer date and then transfer management of the lists to the schools concerned.

Late Applications & Change of Preferences

An application will be considered late if it arrives after the closing date. It will be processed once all applications that arrived on time have been considered. If there are exceptional reasons for a late application, such as a parent moving into the area after the closing date, then the application will be considered with those that arrived on time if possible. Parents who wish to amend their application before the closing date will be allowed to do so, as long as they put their request in writing to the Admissions Team by the closing date. Parents who wish to change their preference after the closing date can do so, but if the school is oversubscribed their applications will be considered after those that arrived on time.

(iii) TIMETABLE

1. Slough Borough Council provides a Common Application Form. Copies are available from the Slough Admissions Team and the Council's website from Monday 15th December 2008. The process is explained in detail in the admission booklet accompanying the application form.
2. The application form allows parents to express preferences for 3 primary schools. Preferences are ranked in order. The application form is returned to Slough LA by Friday 6th February 2009. All applications received after 6th February will be considered as late applications and considered once those that have arrived on time have been processed, subject to the exceptional reasons above.
3. Slough LA forwards copies of any applications for Foundation or Voluntary Aided schools to those schools by Monday 23rd February. Voluntary Aided Schools may request additional information from parents relevant to their application for a place at a denominational school.
4. Slough LA forwards copies of any applications for Community and Voluntary Controlled Schools to those schools by Monday 23rd February 2009.
5. All schools notify the LA about the outcome of each application by Friday 13th March 2009.
6. Slough LA prepares a letter for each applicant who has applied for a school place. Letters are posted on Friday 27th March 2009. A place is offered at the highest preference school possible. Schools are notified about the allocation lists. Applicants who cannot be offered a place at any of their preferred schools are offered a place at the nearest school with vacancies. Unsuccessful applicants for

Community Schools are advised that they can appeal and appeals should be received by Friday 17th April 2009. Unsuccessful applicants for Foundation and Voluntary Aided Schools are advised to contact the school about the appeals process.

7. The LA maintains waiting lists for all schools from 27th March 2009 to 10th April 2009. From 13th April 2009 waiting lists are managed by individual schools.

COORDINATED SECONDARY ADMISSION SCHEME - SEPTEMBER 2009

(i) INTRODUCTION

The Slough co-ordinated scheme for secondary admissions is an equal preference scheme. All preferences listed by parents on the Common Application Form are considered using the over-subscription criteria for each school. Where a pupil can be offered a place at more than one of the schools listed on the Common Application Form, the highest ranked school will be offered.

(ii) DEFINITIONS

Grammar School Consortium

Herschel Grammar School, Langley Grammar School, St Bernard's Catholic Grammar School

Common Application Form

The form that each Local Authority must have under the regulations for parents to make their applications.

Selective Schools

Herschel Grammar School, Langley Grammar School, Slough Grammar School, St Bernard's Catholic Grammar School

Non-Selective Schools

Baylis Court, Beechwood, The Langley Academy, St Joseph's, Slough & Eton, The Westgate School, Wexham

The LA

Slough Local Authority

(iii) SECONDARY SCHOOL ADMISSION PROCESS

1. The Grammar School Consortium provide a registration form to be used by parents who wish to enter their child for the 11+ test. Parents complete the form and return it to the Grammar School Consortium. The Grammar School Consortium contact parents directly about the arrangements for the test. Slough Grammar will publish its own arrangements.
2. Slough Borough Council provides a Common Application Form for both selective and non-selective school applications. The application form is distributed with an admission booklet in September 2008 to the parents of all children in year 6 at Slough Primary schools. Copies are also available from the Grammar Schools, Slough Admissions Team, and Slough Borough Council's website. The process is explained in detail in the admission booklet accompanying the application form.

3. The application form allows parents to express preferences for 6 secondary schools. Preferences are ranked in order and can be a combination of selective and non-selective schools, both within the Slough area and outside. The application form is returned to Slough LA by 24th October 2008, via Slough primary schools or directly for pupils not attending Slough primaries. The LA records details of all applications received and acknowledges receipt. All applications received after 24th October will be considered as late applications and processed as follows:
 - (a) Applications for selective Slough schools and The Langley Academy will be forwarded to the Grammar School Consortium, Slough Grammar and the Langley Academy for consideration.
 - (b) Applications for non-selective Slough schools will be processed after 2nd March 2009 unless there are exceptional circumstances with supporting evidence.
4. Slough LA forwards copies of any applications with selective school preferences to the Grammar School Consortium and Slough Grammar no later than Friday 21st November 2008. Candidates for Grammar Schools will sit 11+ tests at dates to be confirmed. The arrangements for Slough Grammar are to be confirmed. The Grammar School Consortium process the applications in accordance with their admission criteria and parental preference indicated on the Common Application Form. Slough Grammar process the applications in accordance with their admission criteria and parental preference as indicated on the Common Application Form.
5. Slough LA forwards copies of any applications for St Joseph's School and The Langley Academy by 21st November 2008. St Joseph's and The Academy will distribute an additional form requesting information from parents relevant to their application for a place. Both schools then process applications in accordance with their admission criteria.
6. Slough LA forwards copies of any applications for schools in other boroughs to those boroughs by 21st November 2008.
7. By mid December the Grammar School Consortium notify parents about the results of the test, indicating whether pupils have reached the required standard for a grammar place. The letter does not offer places. Slough Grammar notifies parents about the results of the test, indicating whether pupils have reached the required standard for a grammar place. The letter does not offer places.
8. By 16th January 2009 the Grammar School Consortium notify the LA about the outcome of each application with a selective school preference. By 16th January 2009 Slough Grammar notify the LA about the outcome of each application with a selective school preference. By 16th January 2009 St Joseph's and The Langley Academy notify the LA about the outcome of each application where St Joseph's is named as a preference.
9. Slough LA processes applications for non-selective schools in accordance with the over-subscription criteria by Friday 20th February 2009.

10. By Friday 20th February 2009 Slough LA receives details from other LA's about Slough residents who have applied to schools in other LAs. Slough LA notifies other LAs about non-Slough residents' applications to Slough schools.
11. Slough LA prepares a letter for each Slough resident who has applied for a school place. Letters are posted on Monday 2nd March 2009 and each applicant is offered a place at the highest preference school possible. Applicants who cannot be offered a place at any of their preferred schools are offered a place at the nearest school with vacancies.
12. Unsuccessful applicants for Slough selective schools are advised by the Grammar School Consortium and Slough Grammar about appeal and waiting list arrangements. The Grammar School Consortium and Slough Grammar administers these processes from March to September 2009 and provides the LA with regular updates to maintain central records.
13. Unsuccessful applicants for St Joseph's and The Langley Academy are advised to contact the school about the appeal and waiting list arrangements. The schools administer these processes from March to September 2009 and provides the LA with regular updates to maintain central records.
14. Unsuccessful applicants for The Westgate School are advised to contact the school about the appeal and waiting list arrangements. The school administers these processes from March to September 2009 and provides the LA with regular updates to maintain central records.
15. Unsuccessful applicants for non-selective community schools are advised to contact the LA about appeal and waiting list arrangements. The LA administers these processes from March to September 2009 and updates central records accordingly.

(iii) CASUAL ADMISSIONS

Applications for year groups other than secondary transfer will be processed as follows:

Slough Selective Schools – Applicants will be referred to the Grammar Schools Consortium and Slough Grammar for consideration.

St Joseph's Catholic High School and The Langley Academy – Applicants will be referred to both schools for consideration.

Non-Selective Slough Schools – Applicants will be advised to complete an application form provided by the Local Authority. Applications are processed in conjunction with the schools via the Admission Panel which meets on a regular basis. Parents are notified by Slough LA Admissions Team regarding admission date and details. This will include parental right of appeal if applicable.

NURSERY ADMISSIONS POLICY and CRITERIA

- DFES Policy limits the number of children to not greater than 26 full-time equivalents [that is 26 each session, either morning or afternoon]
- a maximum of five children may be admitted full-time on recommendation from Social Services, Health Visitor etc.
- There will be one intake into Nursery in September each year
- Applications for admission to Nursery in a given Autumn Term must be received by 31st March of that year i.e. for admission in September 2008 applications must be received by 31st March 2008
- Children will be admitted to nursery in the academic Year of their 4th birthday and when it is felt appropriate following consultation between school staff and parents, subject to the following Criteria:-

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

1. Looked After Children in the care of a Local Authority who live in the area served by the school
2. Children with a statement of Special Education Needs, where Castleview School is named on the statement, who live in the area served by the school
3. Children having a sibling attending 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
4. 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
5. Children living outside the area served by the school and having a sibling attending the school at the date of admission
6. 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).
7. proximity of the applicant's home to the school, to those living nearest distance measured from the home post code to the school's post code.

Whilst parents are asked to note that admission to the nursery will not guarantee a place in the main school, for which a separate admissions policy applies, please note that priority will be given to children attending the Nursery for 5 sessions per week and for a minimum period of 1 term.

Pupils will be admitted without reference to aptitude or ability.

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. 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 (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
Area served by the school area detailed on the attached map

Application forms will be acknowledged within 14 days of receipt. If you do not receive an acknowledgement please contact the school.

Castleview School
Woodstock Avenue, Slough SL3 7LJ
Headteacher: Italo Cafolla B Ed. ACP
Tel: 01753 810615 Fax: 01753 810851 e.mail: admissions@castleview.slough.sch.uk

SCHOOL ADMISSIONS POLICY and CRITERIA

- The school's standard admission number is 60.
- The Policy limits the number of pupil admissions in any one year group to no more than 60 and class size to not greater than 30 pupils.
- Children will be admitted into the Reception Year in the academic year of their 5th birthday.
- There will be one intake into Reception Year in September each year.
- Applications for admission into Reception Year in a given Autumn Term must be received by the Spring half-term of that year i.e. for admission in September 2008 applications must be received by February half-term 2008.
- 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
- The school will hold a Waiting List for all Year groups in the school. A child's name will be placed on the Waiting List on a written request from a parent. If a place becomes available all names on the Waiting List will be consider against our Admissions Criteria and the place allocated accordingly.

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

1. Looked After Children in the care of a Local Authority who live in the area served by the school
2. Children with a statement of Special Educational Needs where Castleview School is named on the statement who live in the area served by the school
3. Children living within the area served by the school, and having a sibling attending the school at the proposed admission date, at the closing date for application
4. Children living within the area served by the school at the closing date for application
5. Children living outside the area served by the school and having a sibling attending the school at the closing date for application
6. Children on the roll of Castleview Nursery for 5 sessions per week prior to the closing date

7. 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 chronic medical conditions).
8. proximity of the applicant's home to the school, to those living nearest distance measured from the home post code to the school's post code.

'Should there be too many applicants in a particular criteria the Governing Body will take the remaining criteria 5 to 7 in descending order'

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

- those on the roll of Castleview Nursery for 5 sessions per week prior to the closing date;
- those who have strong medical or social grounds for admission
- proximity of applicant's home to school

Pupils will be admitted without reference to aptitude or ability.

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.

Verification of applicant's permanent residence/home at the time of allocation will be needed before a school place can be offered. This documentation could be a mix of Council Tax, Utilities bill, Child Benefit, house purchase contract, Electoral Roll etc. which is decided annually by the Admissions Panel. If the address is a rented property, a copy of the original properly witnessed documented lease must be provided. The governors define a permanent residence to have a tenancy agreement of at least six months duration and be for family home and the lease must extend to beyond the proposed admissions date. 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 (eg a false claim of residency in a catchment area)'.

Definitions:-

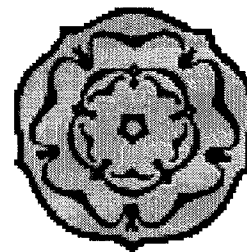
Sibling	a brother or sister sharing a common parent [<u>not</u> cousin living in an extended family]
Area served by the school	area detailed on the attached map

Application forms will be acknowledged within 14 days of receipt. If you do not receive an acknowledgement please contact the school.

Cippenham Junior School (Foundation)

ADMISSIONS POLICY

2009 / 2010



1. Admissions

- a. Pupils will be admitted to the school without reference to academic ability or aptitude.
- b. Applications should be made by the published closing date, by parents of children who will be 8 years old during the course of the next academic year (from 1st September to 31st August).
- 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.
- d. Parents will be notified by the end of March each year that a place is available in a Year 3 class for the following school year.
- e. The school may need to see the child's birth certificate prior to admission.

2. Admissions Oversubscription Criteria

In the event of the school being oversubscribed, pupils will be admitted in the following order of priority:

- a. Children in the care of a local authority or provided with accommodation by the local authority in accordance with Section 22 of the Children Act 1989.
- b. Children with a Statement of Special Educational Need.
- c. Children whose home address is in the area traditionally served by the school. Parents may be asked to supply official documentation to establish their address. The roads traditionally served by the school can be clarified at the school office.
- d. Children who have siblings attending the school.
- e. Children who have strong medical or social grounds for admission (to be supported by letter from the referring agency, for example, Social Services, Health etc.).
- f. If there are no exceptional circumstances, all other applications will be prioritised first by the admission category and then by distance from the home address to the school building.

3. 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 net capacity of the school.

The planned admission number for 2009 / 2010 is 120. We are currently at the stage of consultation to reduce our current admissions number from 180 to 120 (January 2008).

4. Appeals against non-admission

Parents have the right to appeal if the school is unable to offer a place for their child. Appeals will only be heard from parents who have first sought admission and been refused. 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 Admissions Appeals Code of Practice.

Approved by the Full Governing Body

Chair of the Governors..... Date



Dioc

ADMISSIONS POLICY and CRITERIA

Holy Family Catholic School is a Voluntary Aided school in the trusteeship of the Diocese of Northampton. The school is conducted, by its Governing Body, as part of the Catholic Church in accordance with its Trust Deed and Instrument of Government and seeks at all times to be a witness to Jesus Christ. The school exists primarily to serve the Catholic community, mindful always of the deprived and marginalised. The Governing Body welcomes applications, subject to the availability of places, from those of other denominations and faiths who support the religious ethos of the school. The Governing Body exercises its responsibility for admission by setting up an Admissions Committee which reports to the Governors at their meetings.

The Governors intend to admit into the Reception Year, in September 2008, 60 pupils without reference to ability or aptitude. Children born between 1 September 2003 and 31 August 2004 (inclusive) will be admitted in September 2008.

Place offers will be made by the Holy Family Catholic School Admissions Committee in accordance with the following criteria : -

- A** Catholic Looked After children in the care of a Local Authority, (please see note 1).
- B** Children with a statement of Special Educational Needs, whose application has named Holy Family Catholic School. It should be noted that in these cases the Admissions Authority is the Local Authority

Thereafter, in reaching a decision concerning a child's admission to the school, the Governors will bear in mind that the school is a Catholic School and (always mindful of exceptional circumstances supported with appropriate evidence or reports in a particular application) a child admitted should be a baptised Catholic, as prioritised in **C** below:-

- C** **Baptised Catholic children whose parent(s)/carers attend Mass in the Catholic Parishes of Holy Family, Langley and St Augustine's, Datchet and whose application listed Holy Family Catholic School on the Local Authority's Common Application Form and is supported by their Parish Priest's completion of our Form B.**
- D** Non-Catholic Looked after children in the care of a Local Authority, (please see note 1). Any remaining places will be offered in the order stated, using the following criteria: -
 1. Children who have a sibling who will be on the school roll at the time of proposed admission (please see note 2).
 2. Baptised Catholic children of parent(s)/carers who attend Mass at other Catholic parishes. Supporting evidence via submission of our Form B will be required.
 3. Children who are **baptised** members of other Christian churches as recognised by the Churches Together in England (please see note 3). Evidence of Baptism and of religious commitment provided by a Priest or Minister where the family regularly worship, will be required.
 4. Children of other world faiths whose parent(s)/carers are seeking a Christian environment for their children's education provided such an application is supported, in writing, by an appropriate Religious Leader.
 5. All other applicants.

In the event of applicants in any of the above categories being equal in all other respects, the Governing Body will make a 'tie-breaker' decision based on whichever applicant lives closest to the school, by means of the same measurement process as that employed by the Local Authority.

The Admissions Committee will adhere strictly to the stated criteria when allocating places which will be equally but independently applicable to both Nursery and School applicants.

- Pupils will be admitted into Nursery in the academic year of their 4th birthday and into the Reception Year in the academic year of their 5th birthday.
- The number of school places available is 60 and 52 fte in Nursery. The Governing Body may extend this number to a maximum of 64 in KS2 classes only.
- Applications for children due to start in Year Reception in a given Autumn Term must be received by the Spring half-term of the previous academic year, after which they will be deemed late. Applications must be submitted via the school's own application form A, supporting form B and the Local Authority's Common Application Form.
- Application Form A is available, on request, from Holy Family Catholic School; Form B is available from Holy Family or St. Augustine's Church Presbytery. Parents are asked to contact the Admissions Committee to establish the exact date for submission of their Form B.
- Late/in year applications will only be considered **after** those received by the due time, subject to place availability and the standard admissions criteria.
- A child's name may be placed on a Waiting List 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.
- Parents/Carers have a statutory right to appeal against non-admission to statutory schooling, heard by an independent panel. In any such cases these must be submitted, in writing, within fifteen working days of receipt of confirmation of non-admission. The main purpose of an appeal is to establish that correct procedures have been followed.
- The school will comply with all relevant requirements and agree any changes in its admissions arrangements with the Secretary of State for Education.

NOTES

1. This includes, firstly, any Catholic then any child/young person who is subject to a full Care Order, an interim Care Order, accommodated under Section 20 of the Children Act 1989 or is remanded or detained into Local Authority accommodation under Criminal Law.

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

3. Churches Together in England: -

Antiochian Orthodox Church, The Baptist Union of Great Britain, Cherubim and Seraphim Council of Churches, Church of England, Church of God of Prophecy, Church of Scotland (in England), Congregational Federation, Coptic Orthodox Church, Council of African and Caribbean Churches UK, Council of Oriental Orthodox Christian Churches, Ichthus Christian Fellowship, Independent Methodist Churches, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Religious Society of Friends, Roman Catholic Church, Russian Orthodox Church, Salvation Army, Seventh Day Adventist Church, Transatlantic Pacific Alliance of Churches, United Reform Church, Wesleyan Holiness Church.

4. The Local Authority 'Home School Transport Policy' details current legislation and provision for primary school age children.

5. Should the Governing Body make a place allocation inadvertently, on the basis of intentionally misleading or fraudulent information, that place will be withdrawn.

During the academic year 2006/2007, 152 applications were received for school entry in September 2007.

High Street
Langley
Slough SL3 8NF
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**LYNCH HILL (Foundation Primary) SCHOOL
ADMISSIONS POLICY 2009/10**

Pupils will be admitted to the school into the Reception year in September following their 4th birthday (i.e four before 31st August), without reference to ability or aptitude. The admission number for any one year group is 60 and class size is limited to 30 per class in Reception and KS1.

There is one intake into Reception in September each year. Applications must be received by February half-term.

Applications received after the closing date will be deemed late. These will be considered after those received by the due date, if places are 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.

Appeals will be referred to an Independent Appeals Panel.

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit.

1. Looked After Children in the care of a local authority who live in the area served by the school
2. Children with a statement of Special Educational needs where Lynch Hill is named on the statement and who live in the area served by the school.
3. Children on roll in the Nursery class prior to the admission date.
4. Children whose home address is in the area traditionally served by the school's catchment area. (see Map) Verification of the applicant's residency will be required at the time of application.
5. Children who have siblings attending the school.
6. Children who have strong medical or social grounds for admission for which supporting evidence is supplied from their doctor, health visitor or relevant professional.
7. Children who have strong connections with the school for which supporting references are supplied.

Admission to Nursery

Children are admitted in September following their 3rd birthday (i.e they are three before 1st September). Places are part time, either five mornings or five afternoons per week.

The admission number for any one year group at Lynch Hill, including Nursery, is 60. Places are offered in writing to those who have applied for a place by April 1st prior to admission in September and parents are invited to attend an induction meeting.

If places are available, children will be considered for a full time place on the recommendation of relevant professionals.

Priority for full time places will be given to children for the following reasons:

- developmental delay
- medical reasons
- social circumstances e.g serious illness of parent

Where applications for admission exceed the number of places available, the admissions criteria will be applied, in the order set out above (omitting no.3).

It is expected that all children who begin school in the Nursery class will continue into Reception and KS1 at Lynch Hill School. However, a separate application for a Reception place is required by February half-term.

In the September following their 4th birthday, the child will be offered a full time Reception place.

The school operates a waiting list for the Nursery. Applications for a Nursery place are accepted at any time throughout the year and from any age. Completed forms should be returned directly to the school office.

However, as the Nursery class has a capacity of 104 part time places (52 full time equivalent) we will also admit children from the next academic year group, who are on the waiting list, in January and April following their 3rd birthday (ie they are 3 by 31st December or 31st March). These children will have a further year in Nursery and do not enter Reception until the September following their 4th birthday. Again, where applications exceed the number of places available, the admissions criteria will be applied.

In all cases, where a decision has been made to refuse a place at the school parents have the right of appeal. Appeals need to be made in writing in the first instance, to the Clerk to the Governors, at the school and will be considered by an independent panel.

Reviewed
March 2007



Our Lady of Peace Catholic Infant and Nursery School

'We grow towards God through love, prayer, respect and learning'

ADMISSIONS POLICY – NURSERY

Admissions to Our Lady of Peace Nursery is the direct responsibility of the School Governors. The Governors hope to offer a place to every child who applies.

There are 60 places available; 30am and 30pm. Children will be admitted into Nursery at the start of the academic year in which they will be 4 years old.

Applications must be received by the Spring half-term (February) of the previous academic year, after which they will be deemed late. Applications must be made via the schools own application form. Late / in year applications will only be considered after those received by the due time, subject to availability and the standard Admissions Criteria.

Priority will be given to:

- Children with special needs, referred by an outside agency
- Looked after children.

Admission in the case of over subscription is as follows:-

- Siblings (brothers / sisters attending either Our Lady of Peace Infant or Junior Schools)
- Children living within the Slough LEA and the parish of Our Lady of Peace, Burnham
- Children living outside the Slough LEA starting with those living nearest to the school by means of the same measurement process as that employed by the Local Authority.

There is no automatic right to appeal to a statutory school admission appeals committee. However the Chair of Governors will consider any appeal made by a parent who is unsuccessful in acquiring a place.

An explanation of the Nursery admission procedures will be given and evidence that the policy has been carried out.

Children attending the Nursery will not be given priority when applying for school admission. The Our Lady of Peace Catholic Infant School governors' admission policy will apply at this stage

The waiting list will be under regular review and parents informed if there is no possibility of being offered a place.

February 2007



Our Lady of Peace Catholic Infant and Nursery School

'We grow towards God through love, prayer, respect and learning'

ADMISSIONS POLICY – SCHOOL

Admission to Our Lady of Peace Catholic Infant School is the direct responsibility of the School Governors.

Following the directive from the Department for Education and Skills, The School Admission code of Practice issued 02/2003, priority will be given to:

- Children with a statement of special needs where Our Lady of Peace Catholic Infant and Nursery School has been named in the statement.
- Catholic looked after children within the parish of Our Lady of Peace.

The Governors hope to offer a place to every child baptised in the Roman Catholic Faith, who applies. There are 90 places available. In the event of over subscription, priority will be given to applicants in the following order:

- 1) Catholic sibling (brothers and sisters) at the time of application in either Our Lady of Peace Infant or Junior School.
- 2) Catholic children from the Parish of Our Lady of Peace.
- 3) Other Catholic children living outside the Parish of Our Lady of Peace.

In the event of there being vacancies after all the above applicants have been admitted, the Governors will give consideration to the admission of children of other faith traditions whose parents wish their children to be educated in a Catholic atmosphere. Priority will be given in the following order:

- Looked after children within the parish of Our Lady of Peace.
- 4) Children of other Christian denominations who have brother or sisters in either Our Lady of Peace Infant or Junior Schools.
 - 5) Children of other Christian denominations living within the Parish of Our Lady of Peace.
 - 6) Children of other faiths living within the Parish of Our Lady of Peace.

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 to the Clerk to the Governor.

Children's religious faith will be established through reference to their Baptismal Certificates or equivalent.

Following the Governors' decision parents may request their child is kept on a Reserve 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 Reserve list as judged by the admission criteria.

OUR LADY OF PEACE CATHOLIC JUNIOR SCHOOL



ADMISSIONS POLICY

OUR LADY OF PEACE CATHOLIC JUNIOR SCHOOL

Email: post@ourlady-jun.slough.sch.uk

Headteacher: Mrs B. Julie O'Brien BA (Hons) PGCE

ADMISSIONS POLICY 2009

Admission to Our Lady of Peace Catholic Junior School is the direct responsibility of the School Governors (acting through the Admissions Committee).

The Governors hope to offer a place to every child baptised in the Catholic Faith. Usually there are 90 places available, in the event of over subscription priority will be given to applicants in the following order

- 1) Children with a statement of educational needs where Our Lady of Peace Catholic Junior School has been named in the statement.
- 2) Looked after children.
- 3) Catholic siblings (brothers and sisters) of pupils attending Our Lady of Peace Junior School and Our Lady of Peace Infant & Nursery School at the closing date for applications.
- 4) Catholic children attending Our Lady of Peace Infant & Nursery School.
- 5) Catholic children from the Parish of Our Lady of Peace.
- 6) Other Catholic children living outside the Parish of Our Lady of Peace.

In the event of there being vacancies after all the above applicants have been admitted, the Governors will give consideration to the admission of children of other faith traditions whose parents wish their children to be educated in a Catholic atmosphere. Priority will be given to applicants in the following order:

- 7) Children of other Christian denominations who have brothers or sisters in the Junior school.
- 8) Children of other Christian denominations from Our Lady of Peace Infant & Nursery School.
- 9) Children of other faiths with a recommendation from a spiritual leader/minister.

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 to the Clerk to the Governors. Parents of children who wish to transfer from Our Lady of Peace Infant & Nursery School and other schools are welcome to view the school prior to submitting an application.

Children baptised outside our Lady of Peace Parish should provide a copy of their Baptismal Certificate or equivalent.

Following the Governors' decision parents may request their child is kept on a Reserve 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 Reserve List as judged by the admissions criteria.

This Policy has been subject to consultation by Governors to the school and was approved at the Full Governing Body meeting May 22nd 2007.



Admission Policy

January 2008

1. POLICY AND NUMBERS

There is a separate admission procedure for children entering the Nursery Class and the Reception Class.

Children are admitted on a part-time (mornings-only) basis 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).

Applications to the Nursery should be made using the Pippins application form and those for the main school using the Common Application Form. Admission dates will usually be in line with those set by Slough LEA.

Parents 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.

2. OVER-SUBSCRIPTION

Where applications for admission exceed the number of places available, the following criteria will be applied, in the order set out below, to decide which children to admit:

- (a) where the child has a statement of special educational needs specifying Pippins School or is looked after in the care of the local authority
- (b) where the child has a brother or sister currently attending the school; in the case of two or more children being on our waiting list for classes other than Reception, where both already have brothers or sisters within the school, the place shall go to the child who has been on the waiting list for the longer time;
- (c) where the child has attended Pippins Nursery
- (d) where there are medical grounds (supported by a doctor's certificate) for admitting the child.
- (e) the proximity of the child's home to the school measured by the shortest, safe walking distance, with those living nearer the school being accorded the higher priority.

The criteria for admission to other year groups in the school is the same as that for Reception Class.

There is no guarantee that a child who has a place in the Nursery Class will also be allocated a place in the Reception Class.

3. 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. No parent may appeal on more than one occasion during a twelve month period A copy of the appeal procedure is available in the school information file in the reception area. There is no right of appeal for Nursery Class as this stage is non-statutory.

Priory School

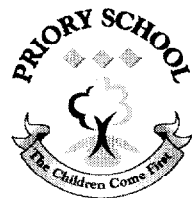


Admission to Priory Nursery

Date of Policy Implementation: September 2009

Date of next Review: September 2010

Signed:



This document is freely available to the entire school community.

ADMISSION TO PRIORY NURSERY

- The nursery has 30 full-time equivalents that is 30 each session, either morning or afternoon.
- There will be one intake into Nursery in September each year.
- Applications for admission to Nursery in a given Autumn Term must be received by Spring half term (February) of that year i.e. for admission in September 2008 applications must be received by 31st March 2008.
- Children will be admitted to nursery in the academic Year of their 4th birthday:-

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

1. Looked After Children in the care of a Local Authority who live in the area served by the school.
2. Recruitment and Retention – children of staff working at the school.
3. Children with a statement of Special Education Needs, where Priory School is named on the statement, who live in the area served by the school.

4. 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).
5. Children having a sibling attending the school 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.
6. 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.
7. Children living outside the area served by the school and having a sibling attending the school at the date of admission.
8. Proximity of the applicant's home to the school, with those living nearest being accorded priority.
9. Proximity of the applicant's home to the school, with those living nearest by the shortest safe walking route being accorded priority.

Pupils will be admitted without reference to aptitude or ability. 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 you 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. 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 (eg a false claim of residency in a catchment area). The burden of proof lies with you and your application.

Priory School



Admission to Priory School

Date of Policy Implementation: September 2009

Date of next Review: September 2010

Signed:



This document is freely available to the entire school community.

ADMISSION TO PRIORY SCHOOL

- The school's standard admission number is 90.
- The Policy limits the number of pupil admissions in any one year group to no more than 90 and class size is not greater than 30 pupils in Reception and KS1.
- 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.
- There will be one intake into Reception Year in September each year.
- Applications for admission into Reception Year in a given Autumn Term must be received by the Spring half-term of that year i.e. for admission in September 2008 applications must be received by February half-term 2008.
- 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.
- The school will hold a Waiting List for all Year groups in the school. A child's name will be placed on the Waiting List on a written request from a parent. If a place becomes available all names on the Waiting List will be considered against our Admissions Criteria and the place 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:-

1. Looked After Children in the care of the Local Authority.
2. Children with a Statement of Special Educational Needs where Priory School is named on the Statement who live in the area served by the school.

3. Children having a sibling attending 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.
4. Those having attended Priory Nursery.
5. Those living within the traditional notional catchment area of the school.
6. 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).
7. Proximity of the applicant's home to the school, with those living nearest being accorded priority.
8. Proximity of the applicant's home to the school, with those living nearest by the shortest safe walking route being accorded priority.

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. 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 (eg a false claim of residency in a catchment area). The burden of proof lies with you and your application.

RYVERS SCHOOL
ADMISSIONS POLICY

February 2007

1. 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 a common application form.
- 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.
- 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. Places can only be offered to children within the statutory limit for primary classes, currently not to exceed 30 children.
- f. 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.

2. The placement is offered on the following conditions:

- a. That the child fulfils the admission criteria.
- b. That it is the wish of the parent. Parents may postpone admittance until the Spring term.
- c. That in the first instance, a staggered and/or part-time place may be offered. The child may not be admitted into school full-time until later in the term.
- d. That the school consult and liaise with parents and/or the previous setting to ensure each child has an appropriate level of social, emotional and physical maturity, in order to ensure they benefit from a full year in Reception.

3. Admission Criteria

- a. Looked after children and children with a statement of educational need.
- b. Children whose home address is in the area traditionally served by the school. Parents may be asked to supply official documentation to establish their address. The roads traditionally served by the school are attached and can be clarified for parents at the school office.
- c. Children who have siblings attending the school.
- d. Children who have strong medical or social grounds for admission (To be supported by letter from the referring agency eg. Health, Social Services, etc.).
- e. Children whose parents choose the school on grounds other than those above.

4. The following points should be noted:

- a. In cases where there are insufficient places available to meet the needs of all children in a particular admission criterion, admissions within that criterion will be decided by identifying children whose applications fulfil more than one admission criterion to be applied in priority order.
- b. Application of the arrangements described in paragraph a. 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.
- c. 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 in the school information file in the reception area.

5. 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. Parents/Guardians should write to the School Admissions Panel, stating the reason why further consideration should be made. Appeals should be made as soon as possible, but within a month, to enable the school to address the matter. The admissions panel comprises the Headteacher, Deputy Headteacher and a Governor.

An additional panel of 3 governors provides a second level of appeal.



St. Anthony's Catholic School Policies

DRAFT **Admission Policy** **2009/2010**

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.

IMPLEMENTATION:

The planned accommodation level is 420 pupils. We have one admission date per year, this being the September prior to the child's 5th birthday. The Governors shall always give special consideration to an application made from parents of a Catholic child with special educational, medical or social needs, whose application has named St Anthony's.

The Governors intend to admit up to 60 children at the Reception Stage 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:-

1. Catholic Looked After Children. (See note 1)
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 within St Anthony's parish.
5. Catholic children who have, at the time of application, siblings in St Anthony's school. (See note 2)
6. Baptised Catholic children from outside the Parish of St Anthony's.

If applying under categories 1 – 6 you must have a completed Priest's Reference Form and a Baptism Certificate.

7. 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:

8. Baptised or Dedicated children of other Christian denominations who are practising and have a recommendation from their Minister. (See note 3)
9. Baptised or Dedicated children who at the time of application, have siblings in St Anthony's school. (See note 2)
10. Baptised or Dedicated children of other Christian denominations living within the Parish of St Anthony's.
11. Children of other faiths living within the Parish of St Anthony's.

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 Catholic's/Christian's will be determined by a successful Priest's/Reverend's reference.

Although broadly based, the teaching of Religious Education and the general atmosphere of the school is specifically Catholic

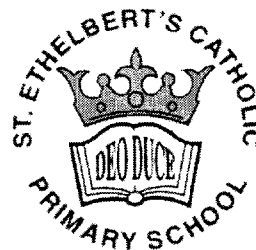
In order for you to apply for your child to be considered for admission to the school parents should contact the school office. Visits to the school are very welcome. Closer to the admission date it will be necessary to complete an application form and provide the child's birth certificate. In the case 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.

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.

Drafted June 2005, Reviewed March 2007, Revised May 2007, Reviewed Nov 2007

ADMISSIONS POLICY



St Ethelbert's Catholic Primary School is a voluntary Aided school in the trusteeship of the Diocese of Northampton. Our school serves the parishes of St Ethelbert and Holy Redeemer and seeks at all times to be witness to Jesus Christ. The Governing body welcomes applications from the Catholic community, and subject to available places, from those of other denominations. We do request that you see your Parish Priest or Minister of Religion, as a Baptism Certificate or other evidence of your religion will need to be provided with the application form. The Governors hope all parents who choose St Ethelbert's for their child will be aware that the school aims to provide education, which is based on Christian values and on the teaching of the Catholic Church. All children are expected to play a full and active part in the spiritual life of the community. This Admissions Policy must be read with careful reference to the definitions clearly shown on Page 2 of this policy document.

Admissions Criteria

We admit children into the Foundation Class once a year in September, when we admit children who will be five between 1 September 2008 and 31 August 2009 (their date of birth being between 1st September 2003 and 31st August 2004). We will admit up to 60 children in each year group throughout the school. Priority will be given to children of practising Catholics. If your child is over five and already attends school, we will consider admission so long as within the appropriate year group, the number of children would not exceed 60. Places for the forthcoming year will be allocated as soon as possible after the closing date for applications and will be allocated in the following order of priority.

- 1. Catholic** Looked-After* children in the care of the Local Authority or children with a statement of Special Educational Needs, where St. Ethelbert's Catholic Primary School is named in Section 4 of the statement and the Admission Authority is the Local Authority.**

Thereafter, the Governors will consider all applications in line with the following criteria:-

- 2. Baptised Catholic** children or children who have been recommended for Baptism by their Parish Priest. (A Baptism Certificate or other evidence of your religion must be provided with the application form).**
 - a. Children living in the Parish of St Ethelbert's or of Holy Redeemer with a reference from a Parish Priest stating that they are from practising homes.*
 - b. Children living in another Catholic Parish with a reference from a Parish Priest stating that they are from practising homes.*
 - c. Children who have a sibling*** attending the school at the time of proposed admission.*
 - d. Children who have strong medical or social grounds for admission. In such cases, parents will need to provide supporting information from an appropriate professional.*
- 3. Other Looked-After* Children in the care of the Local Authority.**
- 4. Children of Other Christian Faiths, as recognised by the Churches Together in England.******
 - a. Children with a reference from a Christian Minister of Religion stating that they are from practising homes.*
 - b. Children who have a sibling*** attending the school at the time of proposed admission.*
 - c. Children who have strong medical or social grounds for admission. In such cases, parents will need to provide supporting information from an appropriate professional.*

5. Children from Backgrounds other than Christian

If places are still available after allocation of places to Christian children, children from a non-Christian background will be admitted in the following order of priority.

- a. **Children whose parents/guardians are desirous of a Christian education for their children in the Catholic tradition.**
- b. **Children who have a sibling*** attending the school at the time of proposed admission.**
- c. **Children who have strong medical or social grounds for admission. In such cases, parents will need to provide supporting information from an appropriate professional.**

Within each of the above categories, places will be allocated in the following order:

1. Children living nearest to the school, which is measured by the Slough Geographical Information System, which draws a straight line from the house to the school.

The Governors have delegated to an Admissions Panel, the authority to allocate places in accordance with this policy. If the criteria determining the order of priority for admission are not met in full, the Panel will decide whether or not, having regard to the extent to which the criteria are met, to admit a child. If we do not offer your child a place, we will give you the reasons for our decision and you have the right of appeal. The Clerk to the Governors will give you information on the appeals process.

A child's name will be placed on a waiting list at the request of the parent. In the event of any new place availability, all names on the waiting list will be considered according to the above criteria and places offered to those who fulfil our admission criteria most closely.

St. Ethelbert's Speech and Language Resource

St. Ethelbert's Primary School has a Resource Unit for fifteen statemented pupils who require intensive speech and language support. There is a separate Admissions Policy for the Speech & Language Resource available, which should be read in conjunction with St. Ethelbert's Catholic Primary School Admissions policy.

Admissions to the Unit are determined in accordance with the Unit's Admissions Policy following recommendations by the Special Education Section of the Local Education Authority.

As pupils in the Unit do not enter through the school's admissions procedures as shown above, brothers and sisters of pupils in the Unit are not given priority and do not qualify for family connection but they will otherwise be considered for admission in the context of this policy. Pupils leaving the Unit, who wish to remain at St Ethelbert's, will need to apply to join the school as mainstream pupils and the above criteria will be applied in determining admissions.

Holy Redeemer Nursery - Part Time Places

Our Nursery class offers a broad and balanced curriculum in a Catholic environment. There is a separate Nursery Admissions Policy available on request. Parents wishing to apply for a place for their child should contact our school secretary.

Definitions

**'Looked-After - Includes any child, young person who is subject to a full Care Order, interim Care Order, accommodated Under Section 20 of the Children's Act 1989 or is remanded or detained into Local Authority Accommodation under Criminal Law.*

****'Catholic' – A child baptised in accordance with the rites of the Catholic church or enrolled in a baptismal programme..*

*****'Siblings' - considered to be those children who, 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.*

******'Churches Together in England':*

Antiochian Orthodox Church, Baptist Union of Great Britain, Catholic Church, Cherubim and Seraphim Council of Churches, Church of England, Church of God of Prophecy, Church of Scotland (Presbytery of England), Congregational Federation, Coptic Orthodox Church, Council of African and Caribbean Churches UK, Council of Oriental Orthodox Christian Churches, Ichthus Christian Fellowship, Independent Methodist Churches, International Ministerial Council of Great Britain, Joint Council for Anglo-Caribbean Churches, Lutheran Council of Great Britain, Methodist Church, Moravian Church, New Testament Assembly, New Testament Church of God, Oecumenical Patriarchate, Redeemed Christian Church of God, Religious Society of Friends, Russian Orthodox Church, Salvation Army, Seventh Day Adventist Church.

BAYLIS COURT SCHOOL ADMISSIONS POLICY

1 ADMISSIONS

- 1.1 Pupils will be admitted to the school without reference to academic ability or aptitude.
- 1.2 This is a single sex school by designation and only girls will be admitted

2 Oversubscription Criteria

In the event of the school being oversubscribed, pupils will be admitted in the following order of priority:

- 2.1 Children with a Statement of Special Educational Need.
- 2.2 Children in the care of a local authority or provided with accommodation by the local authority in accordance with Section 22 of the Children Act 1989.

3. Tie Breakers

For any admission category that is over-subscribed there are two stages of further consideration;

- 3.1 Where exceptional medical, social or special educational needs are demonstrated, an application may be prioritised by but only within the same admission category.
- 3.2 If there are no exceptional circumstances, all other applications will be prioritised first by the admission category and then by distance from the home address to the school building

4. 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 net capacity of the school. The planned admission number for each year group in 2009 is as follows:

Years 7 to 10 = 155
Year 11 = 135

5. Sixth Form

The maximum number of places in the sixth form is 100.

6. 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 February 2003 (Dfes/0030/2003). Under Part 4.83 of

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.

Special consideration will be given to pupils with siblings currently on the role of the Herschel Consortium Sixth Form who have previously been pupils of Baylis Court School in years 7 to 11.

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.

HERSCHEL GRAMMAR SCHOOL - ADMISSIONS POLICY

1. The school's standard admission number is 120.
2. Pupils will be admitted at the age of 11 by reference to their ability and aptitude which will be determined by their performance in entrance tests consisting of Verbal Reasoning, Non-Verbal Reasoning and Mathematics tests set by the National Foundation for Educational Research. The procedure for application and testing will be published by the school each year.
3. Where the number of pupils gaining 111 or more in the tests exceeds the number of places available, places will be allocated (subject to paragraph 4) according to the following criteria:
 - (i) rank order of performance in the admission tests.
4. In the event of one or more eligible pupils being tied for the final place or places, priority will be decided according to proximity to the school by a suitable walking route as measured from the main gates closest to the school's reception office to the front door of the applicant.
5. A waiting list will be held for all those pupils who score 111 and above but who may not be offered a place initially due to oversubscription. This waiting list will operate for one month after the commencement of the academic year.
6. 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, or
 - (ii) they have **not** already taken the 11+ test, reside in the area (as defined by 10 below) and are successful in the school's entrance examination.

Any pupil who has taken the 11+ test will not be permitted to re-sit an entrance examination for Herschel Grammar School whilst at statutory school age.

7. The maximum number of places in the Sixth Form is 250. The intended number of students admitted from outside the school is 30. 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 and applicants should contact the school for information. A supportive school report in the form of a letter from the current Headteacher will be required.
8. The school will establish arrangements for appeals against non-admission, which will be independent of the school.
9. The school will publish details of admissions and appeals arrangements every year.
10. The 'area' for Herschel is defined with a parental or legal guardian address in the following districts: Slough; Burnham; Farnham Common; Farnham Royal; Windsor; Iver; Iver Heath; Datchet; Colnbrook.

2 March 2007

Langley Grammar School

Admissions Policy- for 2009 entry

Draft for consultation

1. The school's standard admission number is 120 but the planned admission number for September 2009 is 145.
2. Pupils will be admitted to the school at the age of 11 by reference to their ability which will be determined by their performance in entrance tests consisting of Verbal Reasoning, Non Verbal Reasoning and Mathematics tests set by the National Foundation for Educational Research. The procedure for registration for testing and application will be published by the school every year in a document 'Admissions procedure for 11+ entry'.
3. Where the number of applications exceeds the number of places available, places will be allocated according to rank order of performance in the admission tests, subject to paragraph 4.
4. In the event of one or more eligible pupils being tied for the final place or places, priority will be decided according to the following criteria:
 - (i) proximity to the school by a suitable walking route as measured from the main double entrance gate of Langley Grammar School to the front door of the candidate's house.
5. A waiting list will be held for all those pupils who score 111 and above but who may not be offered a place initially due to over subscription. This waiting list will operate until 30 September of 2009.
6. Admissions after the initial year of entry will depend upon the availability of a place, and suitability of a pupil for a grammar school education as determined by admission tests. This includes admission to the Sixth Form where the relevant admission test will be performance in GCSE examinations or equivalent.
7. The maximum number of places in the Sixth Form is 300. The intended number of students to be admitted from outside the school is 20. There is 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 and applicants should contact the school for information. A supportive school report in the form of a letter from the current Headteacher will be required.
8. The school will establish arrangements for appeals against non-admission, which will be independent of the school.
9. Details of admissions and appeals arrangements will be published by the school every year.

January 2008 Draft for consultation

Slough Grammar School Admissions Policy 2009-2010

1. The school's planned admission number for September 2009 is 145.
2. The school will give priority to children in public care as required by the Admissions Code.
3. As a Grammar 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 by reference to their ability and aptitude, which will be determined by their performance in entrance examinations consisting of Verbal Reasoning, Non Verbal Reasoning and Mathematics tests set by the National Foundation for Educational Research.
4. The Governors will buy, supply and run a corresponding test to that run by the three consortium Grammar Schools, having regard to the statuses of Slough Grammar School, i.e. Language College and Science College. The test will be run on an appropriate Saturday (or Saturdays) in November 2008. In this way parents should have all the information about results available when they come to select schools for their child.
5. The required minimum score in the tests is 111. Where the number of pupils gaining 111 or more in the tests exceeds the number of places available, places will be allocated (subject to what follows below) according to the rank order of performance in the admission tests.
6. Section 324 of the Education Act 1996 requires the school to admit a child with a Statement of Special Educational Needs which names the school. In cases where pupils have written evidence of special educational needs (from a recognised professional in an appropriate discipline) the governors may take account of the pupil's circumstances in deciding; (i) the appropriate arrangements to be made to enable such pupils to take the test and; (ii) whether to offer the pupil a place should they have failed to reach 111 on the entrance examination. In all such cases, the school will seek to make arrangements in conjunction with the Local Education Authority.
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 according to the following criteria:
 - (i) children in public care (Looked After Children). These children **must** always rank first, in accordance with the school's mandatory duty under para 2.7 of the School Admissions Code of Practice;
 - (ii) proximity to the school as normally measured from the main gate of the school to the front door of the child's main or principal home (and/or the front door of a flat) by the easiest walking route or easiest route by public transport
8. In the event of under subscription, the governors may admit pupils strictly according to their rank order in the test and the tie break rules set out in paragraph 6 above. This does not replace a parent's formal right of appeal against refusal of a place.
9. Admissions after the initial year of entry will depend upon the availability of a place and suitability of the pupil for a grammar school education as determined by admission tests. This includes admission to the Sixth Form where the relevant admission test will be performance in GCSE examinations or NARIC verified equivalent.
10. In relation to the Sixth Form, the school gives priority to pupils who are already pupils at the school. As with all applicants, they must meet the entry requirements specified by the school for their preferred courses. The planned admission number for Year 12 for applicants who are not existing pupils is 150. 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 and the school website. Applicants should contact the school for further information. Academic references will be taken up from the current school.

11. The school will establish arrangements for appeals against non-admission, which will be independent of the School and will follow local Admissions Forum guidance and the new Code of Practice.

12. Details of admissions and appeals arrangements will be published by the school every year by 15th April.

13. The Admissions Committee for the Governing Body will publish decisions about admissions and non-admissions to Slough Grammar School annually.

Reviewed January 2008.

The Westgate School

ADMISSIONS POLICY (Following Change of Code of Practice Feb 2007)

Date approved:	24th April 2007
Date for revision:	24th April 2010
Responsibility:	Admissions Committee
Consultation:	
Author:	CV Morris

Rev 2

ADMISSIONS POLICY

1 ADMISSIONS

- 1.1 Pupils will be admitted to the School without reference to academic ability or aptitude.
- 1.2 Applicants and their parent(s) or person(s) with parental responsibility will be required to attend an induction at the school. Parent(s) or person(s) with parental responsibility and pupils will be expected to sign a partnership agreement which clearly states what is expected of pupils, parent(s) or person(s) with parental responsibility and the School.

2 OVERSUBSCRIPTION CRITERIA

- 2.1 In the event of the School being oversubscribed, pupils will be admitted in the following order of priority:
- 2.1.1 children with a Statement of Special Educational Needs;
 - 2.1.2 children in the care of a local authority or provided with accommodation by the local authority in accordance with Section 22 of the Children Act 1989;
 - 2.1.3 children living in the School's designated areas of Cippenham and Chalvey North in the following order:
 - a. those who have a brother or sister (including children living as siblings in the same family unit), living at the same address already on the school roll and who will still be on roll at the time of the admission,
 - b. those who live closest to the School, based on shortest practicable travelling distance using public roads and footpaths;
 - 2.1.4 Children living outside the School's designated area in the following order:
 - a. those who have a brother or sister (including children living as siblings in the same family unit), living at the same address already on the school roll and who will still be on roll at the time of the admission,
 - b. those who attend a primary school within the designated area (Cippenham Junior, Western House),
 - c. those who live closest to the School based on the shortest practicable travelling distance using public roads and footpaths.

Notes:

- i. Where a child comes under more than one criteria, then the highest priority criteria will apply, followed by lower priority criteria if further distinction between children is required.
- ii. The child's place of residence is taken to be the parental home.
- iii. The term "brother or sister" includes half brother or sister or legally adopted child being regarded as the brother or sister.
- iv. Brothers or sisters who will be of sixth form age are counted as brother/sister connections for criteria 2.1.3 or 2.1.4 above.

3. Tie Breakers

3.1 For any admission category that is over-subscribed there are two stages of further consideration:

- 3.1.1 Where exceptional medical, social or special educational needs are demonstrated, an application may be prioritised by the Admissions Board but only within the same admission category ;
- 3.1.2 If there are no exceptional circumstances, all other applications will be prioritised first by the admission category and then by distance from the home address to the school building.

4. Application outside of the normal intake timetable

4.1 Applications for admission into year groups outside of the normal intake timetable (i.e. for 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 net capacity of the School. The planned admission number for each year group in 2009 is as follows:

Years 7 to 11 = 150

5. Sixth Form

5.1 The maximum number of places in the sixth form is 100. Of this number, ten places will be reserved for students entering the School for the first time at 16+.

6. Appeals against non-admission

6.1 Arrangements will be made for appeals against non-admissions which will be independent of the School. Appeals shall be heard in accordance with the Schools Admission Appeals Code of Practice February 2003 (Dfes/0030/2003). Under Part 4.83 of this Code of Practice the school exercises its right not to consider further appeals for the same child within the same academic year.

6.2 Appeals will only be heard from parents who have first sought admission and been refused.

6.3 Special consideration will be given to pupils with siblings currently on the role of the Herschel Consortium Sixth Form who have previously been pupils of The Westgate School in years 7 to 11.

6.4 The School will agree any changes to its admission with the Secretary of State for Education. Details of admission and appeals arrangements will be published each year.

Approved by the Full Governing Body

ST BERNARD'S CATHOLIC GRAMMAR SCHOOL

ADMISSIONS POLICY 2009

NUMBER

The Planned Admission number for admission at age 11+ for the academic year beginning September 2009 is 120.

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 is decided after consultation with the Diocese of Northampton, the Local Authority and other relevant bodies.

ADMISSIONS

The Governing Body will 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.

Where there is written evidence of special education needs (from a recognised authority specialising in the needs of the child) the Governors will ensure that the tests are accessible for children with disabilities and special needs.

The Governing Body will give priority, in each of the three oversubscription categories below, to relevant looked after children (within the meaning of Section 22 of the Children Act 1989) at the time of their application and who will still be looked after when they are admitted to school.

There is, however, no guarantee of a place, even for those children who have qualified for admission, if there are more applications than places available.

OVER-SUBSCRIPTION CRITERIA

For Admissions to the Planned Admission Number i.e. at Age 11+:

Should places be oversubscribed, the Governing Body will consider children for admission following the criteria set out below:

1. Roman Catholic children, in respect of whom the Governing Body has a written recommendation from their Roman Catholic Priest.

2. Children of other Christian denominations

In the event of there being vacancies after all the Roman Catholic children have been considered, the Governing Body will consider admitting children of other Christian denominations whose parents wish to obtain an education for their children in a Roman Catholic atmosphere, and in respect of whom the Governing Body has a written recommendation from their Minister of Religion.

3. Children of Other Faiths

In the event of there being vacancies after all the children of other Christian denominations have been considered, the Governing Body will consider admitting children of other faiths whose parents wish to obtain an education for their children in a Roman Catholic atmosphere, and in respect of whom the Governing Body has a written recommendation from their Minister of Religion.

In the event of there being vacancies after all the above have been considered, the Governing Body will consider admitting other children.

If necessary, the Governing Body will determine an order of priority within the above categories, based on the child's score in the Selective Tests and proximity to the school, by a suitable walking route as measured from the main double entrance gate of St Bernard's Catholic Grammar School to the front door of the candidate's house.

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 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.

The waiting list will be in operation from the day the original places are allocated until the end of September 2009.

APPEALS

Appeals against a decision of the Governing Body should be addressed to the Clerk to the Governors within **14 days (10 working days) from the date of notification of the decision regarding admission.** These appeals will be considered by an Independent Appeal Committee set up in accordance with the 1998 Schools Standards and Framework Act before which parents are entitled to appear.

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. .

The maximum number of places in the Sixth Form is 250. The intended number of students admitted from outside the school is 20. There are a variety of Sixth Form courses on offer, 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 Headteacher will be required.

APPLICATION FOR ADMISSION

Applications for admission to St. Bernard's should be addressed to the Admissions Secretary at the school.

Approved by the Governing Body 16 January 2008



ADMISSIONS POLICY FOR **ST JOSEPH'S CATHOLIC HIGH SCHOOL** **2009/10**

St Joseph's Catholic High School is a voluntary aided co- educational school, within the Local Education Authority (LEA) of Slough and the Diocese of Northampton.

The Governing Body Admissions Committee is responsible for Admissions. The Planned Admissions Number for 2009/10 is 124.

APPLICATION PROCEDURES: Parents who wish to apply for a place for their child at St Joseph's Catholic High School need to name St Joseph's on the Common Application Form (CAF) and return the form to their Local Education Authority. They must also complete a St Joseph's Application Form and return it to the school by 17th October 2008.

Children with a Statement of Special Educational Needs where St Joseph's has been named in the Statement, will be admitted in accordance with the regulations and the policy of the Local Authority.

In the event of there being more applications than the planned admissions number, priority will be given according to the following criteria:

- 1) Looked After Children*
- 2) Baptised Catholic Children from Catholic Feeder Schools with a priest's recommendation*
- 3) Baptised Catholic Children from other Catholic schools with a priest's recommendation*
- 4) Baptised Catholic Children from other schools with a priest's recommendation*
- 5) Baptised Catholic Children from Catholic Feeder Schools*
- 6) Baptised Catholic Children from other Catholic schools*
- 7) Baptised Catholic Children from other schools*
- 8) Children of other faiths from Catholic Feeder schools with a religious leader's recommendation*
- 9) Children of other faiths from other Catholic schools with a religious leader's recommendation*
- 10) Children of other faiths from other schools with a religious leader's recommendation*

Children from other faiths should be sympathetic to the ethos of our Catholic school.

A completed Priest's/Religious Leader's Recommendation Form (which is attached to the school application form) will be asked for to support the application.

The Feeder Schools for St Joseph's Catholic High School are:

Our Lady of Peace Catholic Junior School, Holy Family Catholic Primary School, St Anthony's Catholic Primary School, St Ethelbert's Catholic Primary School & St Bernard's Preparatory School.

RECEIVING AN OFFER OF A PLACE: An offer of a place at St Joseph's Catholic High School will be sent in writing from the applicant's Local Education Authority. St Joseph's will only send correspondence to those who have been offered a place at the school.

APPEALS PROCEDURE: Parents have the right to appeal if they have not been offered a place at the school. They must send a letter of appeal to the Chair of Governors at St Joseph's within 14 days of receiving their offer letter. They will then be notified of the appeal date and time.

WAITING LISTS: Any waiting lists which are held will be ranked in the same order as the above criteria.

MID YEAR ADMISSIONS: Applicants for places mid- year, subject to the above criteria, will be admitted up to a maximum of 124 pupils in each year group.

EXPLANATORY NOTES:

Catholic: A Catholic child is defined as a child baptised in the Roman Catholic Church or baptised in one of the other rites of the Catholic Church whose members are in full communion with the Bishop of Rome (Pope).

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 education authority or are provided with accommodation by that authority.

Date of Review: December 2007

Commencement: Commencement October 2008 for 2009/10 school year admission.

This policy will be reviewed annually by the Admissions Committee.

LANGLEY ACADEMY

17a Thameside
Henley on Thames
RG9 1BH

14 February 2008

Dear Colleague

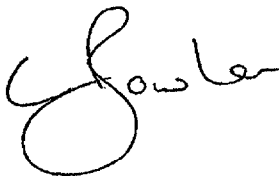
ADMISSIONS TO THE LANGLEY ACADEMY SEPTEMBER 2009

Academies, like maintained schools, are required to consult neighbouring admissions authorities each year about their proposed admissions arrangements for the following year before these are determined and published.

I am attaching a copy of the Langley Academy's proposed admissions policy for September 2009. There are no changes from the current arrangements with the exception of the addition of paragraph 2.7. If you have any comments on the policy I should be grateful if these could be sent to me at the above address by 29 February 2008, or as soon thereafter as possible.

The Academy's Governors will consider all comments received before they determine their arrangements for September 2009 and advise the Slough Local Authority accordingly.

Yours sincerely



Chris Bowler
Principal Designate

To: Chair of Governors of all schools in Slough
Slough Borough Council
London Borough of Hillingdon
Royal Borough of Windsor & Maidenhead
Buckinghamshire County Council
Other designated admissions authorities

The Langley Academy Slough

Admissions 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 will admit up to 180 pupils to Year 7 each September. The admission arrangements described in this document will apply to admissions in September 2009 and subsequent years.

1.3 In order to ensure that the intake to the Academy represents the full range of ability, the Academy will use pupil banding as part of its admissions arrangements if it is oversubscribed. Other than to determine the ability band into which a pupil will be placed, the assessment of a pupil's ability plays no other part in the admission arrangements for The Langley Academy.

1.4 All applications received will be considered on an 'equal preference' basis.

1.5 Admissions to The Langley Academy will be 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.

1.6 All pupils with a Statement of Special Educational Needs that names The Langley Academy will be admitted.

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, 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 applicants 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) Other applicants on the basis of proximity of the home address to the Academy.

2.2 All distance measurements will be 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 will be deemed to be closer than higher ones.

2.4 A child's permanent address is the place of normal residence during term time. Where parental responsibility is shared, the address of the parent/guardian who receives the Child Benefit Allowance for the child will be taken as the permanent address.

2.5 If places become vacant in a band, for example, because parents 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 (ie 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.)

2.6 Late applications will be dealt with in accordance with the procedures set down by Slough LA as part of their co-ordinated scheme.

2.7 The Academy will provide 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 will be maintained by Academy from 1 September to 31 October of the year to which the allocation applies. 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.

3.2 Children's position on the waiting lists will be determined solely in accordance with the oversubscription criteria set out in Section 2 above. Where places become vacant they will be 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 can ask for his or her child's name to be added to the waiting list. Parents whose application is turned down are entitled to appeal to an independent appeals panel.

5 Appeals

5.1 Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents 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 has an Admission Number of 40 for admissions to Year 12, in addition to the students who transfer from Year 11 of the Academy.

6.2 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. These will apply to both transfers from Year 11 and new admissions to Year 12.

6.3 In the event of there being more than 40 applications for new admissions to Year 12, after the application of the criteria referred to in paragraph 6.2, the following factors will be taken into account in the allocation of places:

- (i) the availability of courses which best suit the applicant's preferences
- (ii) the effective use of staff resources

6.4 If more candidates fulfil the requirements of paragraph 6.3, 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.

6.5 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.

7.3 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 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 may be withdrawn.

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