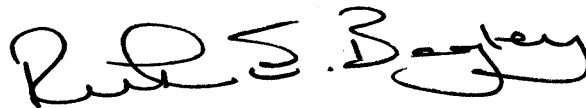


Date of issue: 23rd February, 2010

MEETING	ADMISSIONS FORUM
DATE AND TIME:	WEDNESDAY, 3RD MARCH, 2010 AT 4.30 PM
VENUE:	MAYOR'S CONFERENCE ROOM, TOWN HALL, BATH ROAD, SLOUGH
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	CLAIRE GRAY 01753 875120

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.		
1.	Minutes of the meeting held on 16th September, 2009	1 - 4	

AGENDA
ITEM

REPORT TITLE

PAGE

WARD

- | | | | |
|----|-------------------------------------|-----------------|--|
| 2. | Admissions Forum Membership | | |
| 3. | Admissions Arrangements for 2011/12 | 5 - 22 | |
| 4. | Fair Access Protocols | 23 - 32 | |
| 5. | Secondary Admissions September 2010 | (Verbal Update) | |
| 6. | Any Other Business | | |

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.

Admissions Forum – Meeting held on Wednesday, 16th September, 2009.

Present:-

Community and Voluntary Controlled Schools

Gill Bodman

Voluntary Aided Schools

Theresa Haggart

Foundation Schools

Maureen Ball

Parent Governor Representatives

Mohammed Din

Local Education Authority

Councillors Bains and Pantelic (Chair)

Officers Present

Tony Browne, Head of School Services

PART 1

7. Declarations of Interest

None were received.

8. Election of Chair

That Councillor Pantelic be appointed Chair for the remainder of the 2009/10 municipal year.

9. Election Vice-Chair

Councillor Bains was appointed as Vice-Chair for the remainder of the 2009/10 municipal year.

10. Minutes of the last meeting held on 9th June 2009

Resolved - That the minutes of the last meeting be agreed as a correct record.

11. Admissions Forum Membership

The Head of School Services informed the Forum that as the new Membership had now been approved by Council the new representatives and the methods for their appointment should be agreed by the Forum.

It was noted that the local authority, Foundation and Voluntary Aided positions had already been filled. It was agreed that the other school posts should be agreed by the relevant head teachers associations to include both a primary and secondary representative for each type of school. It was agreed to write to each diocese for Roman Catholic and Church of England representation. Members undertook to seek nomination from the Primary heads group for the Islamic and Sikh Schools. Representation from the Academy was already in place. The Forum would seek a parent representative from the Governors Forum. Members of the Forum suggested several different avenues for a community representative including the Council for Voluntary Service and Community Champions. It was agreed that if these avenues were not successful then a representative would be sought through advertising the position.

Resolved: That Members be sought for the Forum as detailed above.

12. Adjudicator's Report - Slough Grammar

The Forum were informed that the Adjudicator had upheld the objection made by the Slough Admissions Forum to the Admission Arrangements determined by the governing body of Slough Grammar School. However the adjudicator was not making any further changes to the admission arrangements in addition to those already made by the school governors. It was noted that the adjudicator stated that these admission arrangements would apply for three years, 2010, 2011 and 2012.

A Member raised a query about the Admission Arrangements for pupils with SEN. It was noted that this was addressed in section 5 of the school's admissions arrangements. This section also takes into account written evidence from a recognised professional for pupils with SEN in taking the test or where they have failed to gain the pass mark.

The adjudicator stated that the school had been responsive throughout the process and the school governors had made the required changes.

Resolved – That the report be noted.

13. Primary Update

Details of the primary school pupils without places for September 2009 admission were provided to members by the Head of School Services. Members were informed that the locations for the bulge classes to be added in January needed to be agreed with schools. There was considerable fluidity in the numbers of pupils without places; mainly due to late applications being received on a nearly continuous basis. However at the current time there were 40 or so additional places required. Finding sites for these places would prove more difficult than choosing the locations for the previous additional bulge

classes as the number of pupils without places was spread across the borough and not mainly in the south as was the case previously.

A member reported that the parents were continuing to contact schools regarding reception places. The officer confirmed that the local authority needed to be aware of all children who were without a school place in order to accurately monitor demand and ensure that places were found. There was pressure on reception and year 1 with the possibility that two additional classes would be needed in January.

The officer noted that many immigrants, for example the Polish, did not arrive in the Borough until June when the School year finished in Poland and therefore did not apply for a school place until that time. Other parents, despite efforts from schools and the local authority, remained ignorant of the deadlines for submitting applications or simply didn't bother applying for a school place until their child was already supposed to be in school. It was agreed that an update on the situation would be brought to the next meeting.

Resolved – That the report be noted.

14. Any Other Business

It was agreed to continue with the 4.30 p.m. start time for future meetings.

15. Proposed Dates for Future Meetings

It was agreed that the date for the next meeting would be 9th March 2010 and that a further meeting would be scheduled for 9th June 2009.

NB: Please note that due to a conflict the meeting date has since been rescheduled for 3rd March 2009.

Chair

(Note: The Meeting opened at 4.40 pm and closed at 5.07 pm)

This page is intentionally left blank

4th January 2010

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 - 2011/2012 School Year

Current primary and secondary admission arrangements can be found on Slough Borough Council's website at:

www.slough.gov.uk/documents/Parents_guide_-_Nursery_and_Primary_201011.pdf
www.slough.gov.uk/documents/Parents_guide_-_Secondary_Schools_Sept_2010.pdf

There are no changes proposed to admission policies for 2011 except for St Anthony's RC Primary and Cippenham Junior, which are attached. If you have any comments on these please contact the schools directly.

On page 23 of the primary guide there is also a summary of changes that will increase the number of number of reception places available from 2010.

Draft co-ordinated admission schemes for reception, year 7 and in year applications are also attached. If you have any comments on these please let me know by the end of February.

Final versions of all admission policies will be agreed in April 2010 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 2011

(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 2011. 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.

Pupils with a Statement of Special Educational Needs

The SEN Team will manage this process and notify parents by 15 February 2011 about the outcome.

Non-Slough Residents Applying for Slough Schools

Arrangements to be confirmed

Slough Residents Applying for Non-Slough Schools

Arrangements to be confirmed

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 3rd January 2011. 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 4th February 2011. All applications received after 4th 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 School preferences to those schools by Monday 21st 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 21st February 2011.
5. All schools notify the LA about the outcome of each application by Friday 11th March 2011.
6. Slough LA prepares a letter for each applicant who has applied for a school place. Letters are posted on Friday 25th March 2011. 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 15th April 2011. 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 25th March 2011 to 8th April 2011. From 11th April 2011 waiting lists are managed by individual schools.

SLOUGH BOROUGH COUNCIL

COORDINATED SECONDARY ADMISSION SCHEME

SEPTEMBER 2011

(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 (Partial selection based on aptitude for performing arts), Beechwood, The Langley Academy (Banding arrangements operate), 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 2010 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 31st October 2010, via Slough primary schools or directly for pupils not attending Slough primaries. The LA records details of all applications received. All applications received after 31st 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 1st March 2011 unless there are exceptional circumstances with supporting evidence.
4. Slough LA transfers selective school preference data electronically to the Grammar School Consortium & Slough Grammar no later than Friday 19th November 2010. Candidates for Grammar Schools will sit 11+ tests at dates 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 transfers non-selective school preference data electronically to St Joseph's School and The Langley Academy by 19th November 2010. 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 19th November 2010.
 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 14th January 2011 the Grammar School Consortium notifies the LA about the outcome of each application with a selective school preference. By 14th January 2011 Slough Grammar notify the LA about the outcome of each application with a selective school preference. By 14th January 2011 St Joseph's and the Langley Academy notify the LA about the outcome of each application where St Joseph's or the Academy is named as a preference.
 9. Slough LA processes applications for non-selective schools in accordance with the over-subscription criteria by Friday 18th February 2011.
 10. By Friday 18th February 2011 Slough LA receives final 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 Tuesday 1st March 2011 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 administer these processes from March to September 2011 and provide 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 2011 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 2011 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 2011 and updates central records accordingly.

SLOUGH BOROUGH COUNCIL

SECONDARY IN-YEAR ADMISSIONS SCHEME

Introduction

The School Admissions Code requires all Local Authorities to co-ordinate admissions to all year groups from September 2010. The Code also requires all Local Authorities to draft co-ordinated schemes by 1st January 2010 for implementation September 2010. Secondary in year admissions are already co-ordinated and this document is mainly a summary of existing practice but with some minor changes to bring procedures in line with the new code.

Requirements of the Code of Practice

- The scheme must allow parents to express 3 preferences
- A Common Application Form must be used
- All maintained schools must be included in the scheme
- All schools must be consulted
- Only one place offer should be made for each applicant
- The Local Authority must offer the place

Process

1. The Local Authority drafts a Common Application Form (and supplementary information form for voluntary aided schools) in consultation with schools. The form is used for all applications to years 8 to 11 from September 2010.

2. The Common Application Forms are available from the Town Hall and on Slough Borough Council's website.

3. Parents are advised by the Admissions Team to complete the Common Application Form, ideally naming 3 preferences. Parents can name schools in Slough or in other boroughs.

4. Parents return either a hard copy or electronic version of the form to Slough Borough Council Admissions Team.

5. Slough Borough Council Admissions Team log and acknowledge all applications received.

6. Each month all applications received are presented to the Admissions Panel, to which all secondary schools are invited. The panel considers all applications and aims to offer places to as many applicants as possible at the highest preference school possible. Schools not represented at the panel are contacted directly by the Admissions Team.

7. The Local Authority offers the parent a place at the highest school possible on the Common Application Form.

9. Unsuccessful applicants are advised of their right to appeal and offered an alternative place where possible.

10. Slough Borough Council maintains records of all applications and is in regular contact with families until a place is offered.

Waiting Lists

For in-year applications, schools will hold waiting lists, as schools will be making decisions about whether pupils can be offered places. If a pupil is initially turned down for a place and held on the school waiting list, the schools must notify the Local Authority if the pupil can subsequently be offered a place at a later date. New applicants should be placed on the waiting list according to the admissions criteria of the school and not when they applied. Schools should contact families on their waiting lists on a regular basis to ensure they are still seeking a place.

Development of the Scheme

Longer term the Local Authority could offer places without reference to schools, providing accurate and timely data was available on the number of vacancies at schools across Slough and a satisfactory system for managing waiting lists centrally could be developed. The Admissions Panel would then consider hard to place applicants only.

SLOUGH BOROUGH COUNCIL

PRIMARY IN-YEAR ADMISSIONS SCHEME

Introduction

The School Admissions Code requires all Local Authorities to co-ordinate admissions to all year groups from September 2010. Slough Borough Council currently co-ordinates admissions to reception and year 7, as well as in-year applications to years 8 to 11, via the Secondary Admission Panel. From September 2010 applications to years 1 to 6 must also be co-ordinated centrally. The Code of Practice requires all Local Authorities to draft co-ordinated schemes by 1st January 2010 for implementation September 2010. This document outlines proposals for in-year applications for primary schools for years 1 to 6.

Requirements of the Code of Practice

- The scheme must allow parents to express 3 preferences
- A Common Application Form must be used
- All maintained schools must be included in the scheme
- All schools must be consulted
- Only one place offer should be made for each applicant
- The Local Authority must offer the place

Process

1. The Local Authority drafts a Common Application Form (and supplementary information form for voluntary aided schools) in consultation with schools. The form is used for all applications to years 1 to 6 from September 2010.
2. The Common Application Forms are available at Slough schools, the Town Hall and on Slough Borough Council's website.
3. Parents are advised by schools and/or the Admissions Team to complete the Common Application Form, ideally naming 3 preferences. Parents can name schools in Slough or in other boroughs.
4. Parents return either a hard copy or electronic version to Slough Borough Council Admissions Team.
5. Slough Borough Council Admissions Team log and acknowledge all applications received.
6. Each Thursday all applications received during the week are collated. The application data is transferred to schools named on the application on the Friday. Neighbouring authorities are contacted if the applicant has named a school outside Slough. All information is distributed electronically. This is a rolling process which continues throughout the year.
7. Within 10 school days of receipt of the application data, schools advise the Local Authority whether they are able to offer a place. The 10 day period will allow voluntary aided schools to process supplementary information received.
8. The Local Authority offers a place at the highest school possible on the Common Application Form and notifies the school concerned and the parent.

9. Unsuccessful applicants are advised of their right to appeal and offered an alternative place where possible.

10. Slough Borough Council maintains records of all applications and is in regular contact with families until a place is offered.

Waiting Lists

For in-year applications, schools will hold waiting lists, as schools will be making decisions about whether pupils can be offered places. If a pupil is initially turned down for a place and held on the school waiting list, the schools must notify the Local Authority if the pupil can be offered a place at a later date. New applicants should be placed on the waiting list according to the admissions criteria of the school and not when they applied. Schools should contact families on their waiting lists on a regular basis to ensure they are still seeking a place.

Development of the Scheme

Longer term the Local Authority could offer places without reference to schools, providing accurate and timely data was available on the number of vacancies at schools across Slough and a satisfactory system for managing waiting lists centrally could be developed. It is unlikely that voluntary aided schools would be involved in this development as they have faith related admission criteria.

Junior Schools

The process above would apply to junior schools, with the addition of a closing date for applications and an offer date for parents, to be agreed with the schools concerned.

Admissions Team

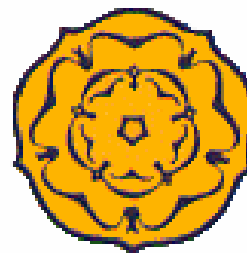
An additional Admissions Officer will be required to provide this new statutory service.

Cippenham Junior School (Foundation)

ADMISSIONS POLICY

Reception & Junior Intake

2010 & 2011



General principles

As a foundation school the Governors are the Admissions Authority for Cippenham Junior School (7 – 11 age range). This policy has been drawn up in accordance with the Schools Admission Code. The Governing Body will be responsible for all decisions about admissions. From September 2010 it is proposed that the school also admit 60 reception pupils.

We are an inclusive school and welcome all applications. Children will be admitted to the school without reference to academic ability or aptitude.

The school has a Planned Admission Number (PAN) for 2010 & 2011 of 120 for the Junior School and 60 for the reception classes.

Parent/carers should make applications by the published closing date for children who will be 5 years old and 8 years old during the course of the next academic year (from 1st September to 31st August) A copy of the child's birth certificate will be required.

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

Although we give priority to children attending Cippenham Infant School for junior places, there is no guarantee of a place for such children and you must make an application for your child to attend Cippenham Junior School. Details of how to apply for a place at the school are available from the school reception or can be downloaded from the school website (www.cippenham-jun.slough.sch.uk). We have a defined priority admission area (catchment); however there is no guarantee of a place for children living in the area. We will admit children from outside this area if there are places available. Proof of residence will be required. The offer of a place may be withdrawn if proof of residency is not met.

Parent/carers will be notified in February each year that a place is available in reception or Year 3 for the following school year.

Ethos

Cippenham Junior School strives to be a stable and caring school in which every child works hard, is happy and succeeds. We enable the children to follow a creative curriculum with particular emphasis on English, mathematics and the expressive arts. We develop the children so that they are confident in themselves, their work and in their dealings with others and we promote professional and welcoming relationships between school and home so that the children will do as well as possible at school. In addition the school provides the children with opportunities outside the school curriculum.

Admissions

Pupils will be admitted in the following order:-

- a) Children with a Statement of Special Educational Needs (SEN) that names the school will be allocated a place above all other applicants along with 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 who attend Cippenham Infant School (Junior admissions only)
- c) Children living in the admission area who have older brother(s) or sisters(s) attending the school at the time of application with a reasonable expectation they will be attending at the start of the academic year. Children are considered as sibling if they have brother(s) or sister(s) including step, adopted or foster brother(s) or sister(s) living in the same family unit.
- d) Children whose home address* is in the catchment area of the school. A map indicating the catchment area is attached. A larger version of the map is available at the school or can be viewed on the Local Authority's website at www.slough.gov.uk.
- e) 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 reception entrance (Elmshott Lane, Cippenham). For parents/carers living in a block of flats the distance will be taken from the main entrance of the block.

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

Oversubscription criteria

If the school is oversubscribed places will be offered first to those living in the priority admission area using the following criteria.

- a) Children of multiple birth (i.e. twins, triplets etc)
- b) Children attending Cippenham Infant School
- c) Children residing within the defined admission area who have a sibling at the school
- d) Children residing in the defined admission area

In the event of "tie breaker" being required this will be via proximity of the child's home to Cippenham Junior School using a straight line distance from the main entrance with those living nearest to the school being given priority.

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 the admission is sought exceeds the size dictated by the Published Admission Number (PAN) of the school. The school will need to see the child's birth certificate prior to admission. This process will be tied in with the Local Authority co-ordinated scheme.

Waiting List

The school will hold a waiting list for any oversubscribed year group after the 1st September. Applications for inclusion on a waiting list must be made on the school's appropriate form and they will be ranked according to the oversubscription criteria described above. We have to admit any pupil who is the subject of a "direction" by the Local Authority or allocated to us by the local Fair Access Protocol and any such pupils take precedence over the waiting list.

Appeals against non-admission

Parent/carers have the right to appeal if the school is unable to offer a place for their child. Appeals will only be heard from parent/carers who have first sought admission 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 and will be heard within 30 school days following the lodging of the appeal. Under this Code of Practice the school exercises its right not to consider further appeals for the same child within the same academic year.

Approved by the Full Governing Body

Chair of Governors..... **Date**

This page is intentionally left blank



St. Anthony's Catholic School Policies

Admission Policy Nursery/Reception 2011/2012

INTRODUCTION:

Children and their learning is the reason for our school. It is our mission to care, protect and respect one another as Jesus showed us and that with Jesus at the core of our curriculum we aim to live out our vision of:

'Learning Growing and Living with Jesus'

AIMS:

The Governing Body aims to admit children who would gain spiritual benefit from being part of St. Anthony's community without reference to ability or aptitude.

IMPLEMENTATION:

The planned accommodation level is 480 pupils. We have one admission date per year, this being the September prior to the child's 4th birthday for Nursery children and 5th birthday for Reception children. Children with a Statement of Special Educational Needs whose application has named St Anthony's Catholic Primary School will be admitted in accordance with the regulations and the policy of the Local Authority. (it should be noted that in such cases the Admissions Authority is the Local Authority).

The Governors intend to admit up to 60 children at both the Nursery and Reception Stages in the school. In reaching a decision concerning a child's admission to the school, the Governors will use the following criteria. In the event of oversubscription, children will be admitted in the following order:-

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 of St Anthony's parish. (See note 4)
5. Children who have, at the time of admission, 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, 2, 3, 4 and 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 of other Christian denominations living within the Parish of St Anthony's.
10. Any other children living within the Parish of St Anthony's.

TIE-BREAKER

In the event of there being more applicants than places available, a tie breaker rule will be enforced. This will be the distance from the front door of St Anthony's School to the child's home address.

- Note 1: This includes any child/young person who is the subject to a full Care Order, accommodated under Section 20 of the Children Act 1989 or is remanded or detained into Local Authority accommodation under Criminal Law.
- Note 2: Siblings are considered to be those children who live at the same address and either:-
- a) have one or both natural parents in common
 - b) or are related by a parent's marriage
 - c) or are adopted or fostered.
- Note 3: Practising Catholics/Christians will be determined by a successful Priest's/Reverend's reference.
- Note 4: Children living within the Parish Boundary. (A map of the boundary can be viewed at either to school Office or the Presbytery Office at St Anthony's Church.

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

In order for you to apply for your child to be considered for admission to the school, parents should contact the school office. Visits to the school are very welcome. Closer to the admission date it will be necessary to complete an application form and provide the child's birth certificate. In the case of Christian children the Baptismal or Dedication certificate will also be needed. In the event of a child being unable to obtain a place in the school, parents will be given full details of the Appeals procedure on request.

Please note a successful application into the Nursery does not guarantee a place in the Reception class of the school. Legally a separate application must be made at the appropriate time.

REVIEW AND MONITORING:

The Governors have a responsibility to ensure that all admissions meet the criteria as set above. This will be monitored by the Catholic, Life & Community Committee.

Drafted November 2009 (2 policies amalgamated)

This page is intentionally left blank

Primary Fair Access & Managed Transfer Protocol (Revised February 2010)

Fair Access

Introduction

The new 2009 School Admissions Code provides new guidance on Fair Access Protocols and this protocol has been revised to take this into account. Slough introduced its first primary protocol in autumn 2006 and this revised version builds on successful practice since then. The new guidance continues to give priority to hard to place pupils over others on the waiting list and hard to place pupils can still be admitted if the school is full. It is intended as far as possible that no schools should take a disproportionate number of challenging pupils.

In Year Admissions

Applications for year groups other than reception are currently processed by the schools but from September 2010 all applications will be processed via the Local Authority. For admissions outside the normal year of entry, parents have a right to express a preference for a place in any school and admission authorities are required to accept applicants if they have places. Exceptionally, admission authorities can refuse to admit a child with challenging behaviour if one or more of the following applies:

- The child has been permanently excluded twice (this does not include children with statements)
- The school requires special measures or has recently come out of them (within the last two years)
- Has been identified by Ofsted as requiring significant improvement and given notice to improve.
- Is subject to a formal warning notice by the local authority
- Is a Fresh Start school or Academy open for less than 2 years
- Is a secondary school where less than 20% are achieving 5 or more A* - C GCSE's including English and Mathematics , or a primary school where fewer than 55% of pupils achieve Level 4 or above at Key Stage 2 in both English and Mathematics

Objectives of the protocol:

The objectives are to:

- Identify hard to place pupils.
- Agree arrangements with all schools about how these pupils will be placed
- Distribute the pupils more evenly across Slough schools
- Reduce the time pupils spend out of school to 4 weeks

Pupils to be Considered Under the Protocol

The new guidance identifies a long list of pupils that must be considered as hard to place. These are:

- Children attending PRUs
- Children out of education for more than one term
- Children who have been unable to find a place after having moved to the area
- Children withdrawn from schools by their families following fixed term exclusions
- Children of refugees and asylum seekers
- Homeless Children

- Children with unsupportive family backgrounds
- Children known to the police or other agencies
- Children with attendance problems
- Traveller Children
- Children who are carers
- Children with SEN (without a statement)
- Children with disabilities or medical conditions
- Children returning from the criminal justice system
- Children of UK service personnel.

However, hard to place funding, will only be available for the categories below, which have not changed since the first protocol was drafted.

- (a) Pupils with a history of fixed term exclusions.
- (b) Pupils who have been permanently excluded.
- (c) Pupils attending alternative education requiring re-integration to mainstream provision.
- (d) Pupils at the SEN school action plus stage for social, emotional and behavioural difficulties.

Mechanism for Placement of these Pupils

1. Before September 2010

Pupils who do not fall into categories (a)-(d) above will be admitted following normal admission procedures by Slough schools. Details of pupils who fall into categories (a)-(d) above should be emailed to Hugh Edwards, Education Access Officer, on the form below (Appendix 1). The Admissions & Access Team will consider the request and if agreed, the school will receive a one-off payment to assist with the integration of the pupil, regardless of when the pupil is admitted in the school year. Payment will follow confirmation that the pupil is on roll at the school. Funding for each pupil will vary and will be linked to the categories (a)-(d). Should a pupil be permanently excluded within one year of admission the funding will be recovered on a pro-rata basis.

2. From September 2010

Pupils who do not fall into categories (a)-(d) above will be admitted following the Primary In-Year Admissions Scheme. Pupils who fall into categories (a)-(d) above should be identified by the Local Authority at the point of application. This information will be provided for schools as part of the in-year admission scheme. If a school agrees to admit a hard to place pupil the school will receive a one-off payment to assist with the integration of the pupil, regardless of when the pupil is admitted in the school year. Payment will follow confirmation that the pupil is on roll at the school. Funding for each pupil will vary and will be linked to the categories (a)-(d). Should a pupil be permanently excluded within one year of admission the funding will be recovered on a pro-rata basis.

Managed Transfers

Background

Parents have a right to express a preference for a place in any school and the school is required to admit the pupils if they have places. Any plans to improve managed transfer arrangements must recognise that parents can decline a proposed transfer i.e. decide not to apply to the receiving school. There is a commitment by Slough Heads to retain pupils, by tackling issues that may otherwise have resulted in a transfer, but there will be circumstances where a transfer can be beneficial for both the pupil and the school and often there is a need to progress this quickly.

Objectives

These are to:

- Prevent permanent exclusions where possible.
- Reduce pupil absence due to pupil/parental dissatisfaction with existing placement.
- Provide an effective and rapid internal transfer system.

Pupils to be Considered Under the Protocol

There are likely to be 2 main reasons why pupils could be considered for a managed transfer.

1. There may have been a critical event such as an incident at school, a fixed term exclusion or the possibility of a permanent exclusion. A rapid response meeting may have been arranged. These circumstances are likely to require urgent action.
2. There may be a history of low level issues, which have led to general dissatisfaction with the current situation on the part of the parent or the school or both. In all cases schools should have attempted to resolve issues with the pupil/parent before considering managed transfer.

Mechanism for Placement of Pupils.

Headteachers should initially contact the Education Access Officer, using the form below (appendix 2). The request should include information about the pupil, action already taken and whether a short term or permanent transfer is required. Other schools will be contacted by the Education Access Officer and the case may be discussed at the primary behaviour panel if appropriate. The Education Access Officer will also discuss the options with parents. All schools responding will be notified about progress and success relies on all parties not over using the system.

Tony Browne
Head of School Services
February 2010

Request for Hard to Place Funding

Pupil Name		Year Group & DOB	
Address			
Reason for request including which category (a-d)			
Date of Application for a School Place			
Date of Request for Hard to Place Funding			
School		Signed (Headteacher)	

Outcome			
Date		Signed (Education Access Officer)	

Please return completed forms to Hugh Edwards, Education Access Officer, Slough Borough Council, Bath Road, Slough, SL1 3UQ

email: Hugh.Edwards@slough.gov.uk
Tel: 01753 787684

Appendix 2

Request for Managed Transfer

Pupil Name		Year Group & DOB	
Address			
Reason for Managed Transfer (completed by Headteacher)			
Parental Preference and Why			
Exclusions including dates			
Short Term Transfer		Permanent Transfer	
Academic data			
SEN data			
Interventions (external agencies) Including Dates			
Parental Involvement			
Date of Request		Signed (Headteacher)	

Outcome			
Date		Signed (Education Access Officer)	

Please return completed forms to Hugh Edwards, Education Access Officer, Slough Borough Council, Bath Road, Slough, SL1 3UQ

email: Hugh.Edwards@slough.gov.uk
Tel: 01753 787684

This page is intentionally left blank

Secondary Fair Access & Managed Transfer Protocol (Revised February 2010)

Fair Access

National Guidance

The new 2009 School Admissions Code provides new guidance on Fair Access Protocols and this protocol has been revised to take this into account. Slough introduced its first protocol in 2005, before it became mandatory, and this protocol builds on successful practice since then, via the secondary admissions panel. The new guidance continues to give priority to hard to place pupils over others on the waiting list and hard to place pupils can still be admitted if the school is full. It is intended as far as possible that no schools should take a disproportionate number of challenging pupils.

In-Year Admissions

For admissions outside the normal year of entry, parents have a right to express a preference for a place in any school and admission authorities are required to accept applicants if they have places. Exceptionally, admission authorities can refuse to admit a child with challenging behaviour if one or more of the following applies:

- The child has been permanently excluded twice (this does not include children with statements)
- The school requires special measures or has recently come out of them (within the last two years)
- Has been identified by Ofsted as requiring significant improvement and given notice to improve.
- Is subject to a formal warning notice by the local authority
- Is a Fresh Start school or Academy open for less than 2 years
- Is a secondary school where less than 20% are achieving 5 or more A* - C GCSE's including English and Mathematics , or a primary school where fewer than 55% of pupils achieve Level 4 or above at Key Stage 2 in both English and Mathematics

Objectives of the protocol:

The objectives are to:

- Identify hard to place pupils.
- Agree arrangements with all schools about how these pupils will be placed.
- Distribute these pupils more evenly across Slough schools.
- Reduce the time pupils spend out of school to 4 weeks maximum.

Pupils to be considered Under the Protocol

The new guidance identifies a long list of pupils that must be considered as hard to place. These are:

- Children attending PRUs
- Children out of education for more than one term
- Children who have been unable to find a place after having moved to the area
- Children withdrawn from schools by their families following fixed term exclusions
- Children of refugees and asylum seekers
- Homeless Children
- Children with unsupportive family backgrounds
- Children known to the police or other agencies
- Children with attendance problems

- Traveller Children
- Children who are carers
- Children with SEN (without a statement)
- Children with disabilities or medical conditions
- Children returning from the criminal justice system
- Children of UK service personnel.

The requirement to consider these categories of pupils as hard to place will result in the secondary admission panel being predominantly a hard to place panel, as most in-year applications will fall into one of these categories. However hard to place funding will only be available for the categories below, which have not changed since the first protocol was drafted.

- (a) Pupils with a history of fixed term exclusions.
- (b) Pupils who have been permanently excluded.
- (c) Pupils attending alternative education requiring re-integration to mainstream provision.
- (d) Pupils at the SEN school action plus stage for social, emotional and behavioural difficulties.
- (e) Year 11 pupils

Mechanism for Placement of Pupils

The secondary admission panel considers all in-year secondary admissions and the panel manages a budget to assist with the admission of pupils in categories (a) - (e) above. Details of all in-year applications are presented to the Admission Panel. Interviews are not permitted as part of the admission process. Schools accepting hard to place pupils in categories (a) to (e) may receive a one-off payment to assist with the integration of the pupil, regardless of when the pupil is admitted. Payment follows confirmation that the pupil is on roll. Funding for each pupil will vary and will be linked to the categories (a) - (e) above. Funding details for each pupil will be agreed at the panel meeting to allow some flexibility in the way the scheme operates. A maximum of £4000 per pupil is available. Funding is transferred to schools each half term. It is expected that hard to place pupils not attracting funding will be given priority in line with the new admission code and any other pupils will be placed without delay.

Managed Transfers

Introduction

The number of pupils transferring between secondary schools within Slough is well regulated through the Admission Panel, due to a commitment by Slough Headteachers to retain pupils, by tackling issues that may otherwise have resulted in a transfer. The Admission Panel will generally only consider a transfer between Slough schools if it appears that all other options have been considered. Priority is given to pupils without a school place. However there will be circumstances where a transfer can be beneficial for both the pupil and the school and often there is a need to progress this quickly.

Current Legal Position

The current position for casual admissions (admissions outside the normal year of entry) is that parents have a right to express a preference for a place in any school. Any plans to improve managed transfer arrangements must recognise that parents can decline a proposed transfer i.e. decide not to apply to the receiving school. Pupils may only be deleted from the register in accordance with the Education Pupil Registration Regulations 2006, which came into force on 1st September 2006.

Objectives of the Arrangements

These are as follows:

- Prevent permanent exclusion where possible.
- Reduce pupil absence due to pupil/parental dissatisfaction with existing placement.
- Provide an effective and rapid internal transfer system.

Pupils to be considered Under the Protocol

There are likely to be 2 main reasons why pupils could be considered for managed transfer.

1. There may have been a critical event such as an incident at school, a fixed term exclusion or the possibility of a permanent exclusion. A rapid response meeting may have been arranged.
2. There may be a history of low level issues, which have led to general dissatisfaction with the current situation on the part of the parent or the school or both. In all cases schools should have attempted to resolve issues with the pupil/parent before considering managed transfer.

Mechanism for Placement of Pupils.

Headteachers should initially contact the Education Access Officer, using the form below. The request should include information about the pupil, action already taken and whether a short term or permanent transfer is required. Other schools will be contacted by the Education Access Officer and responses from schools will be considered and discussed with parents with a view to placing the pupil quickly. All schools responding will be notified about progress. Success will rely on all parties not over using the system.

Tony Browne
Head of School Services
February 2010

Request for Managed Transfer

Pupil Name		Year Group & DOB	
Address			
Reason for Managed Transfer (completed by Headteacher)			
Parental Preference and Why			
Exclusions including dates			
Short Term Transfer		Permanent Transfer	
Academic data			
SEN Stage			
Interventions (external agencies) Including Dates			
Parental Involvement			
Date of Request		Signed Headteacher	

Outcome			
Date		Signed (Education Access Officer)	

Please return completed forms via email to Hugh Edwards, Education Access Officer,
 Slough Borough Council, Bath Road, Slough, SL1 3UQ
 email: Hugh.Edwards@slough.gov.uk
 Tel: 01753 787684