

4th January 2011

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 - 2012/2013 School Year

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

http://slough.gov.uk/documents/Parents_Guide_to_transferring_to_a_Slough_primary_school_in_September_2011.pdf

http://www.slough.gov.uk/documents/Parents_Guide_to_transferring_to_a_Slough_secondary_school_in_September_2011_v2.pdf

There are no changes proposed to school admission policies for 2012 except for Cippenham Primary School, Langley Grammar School, Lynch Hill Primary School, Pippins Primary School and St Joseph's Catholic High School. Copies of the draft policies are attached. If you have any comments on these please contact the schools directly because they are either Foundation or Voluntary Aided Schools.

There are some changes to the co-ordinated admission schemes for reception, year 7 and in year applications are these are also attached. If you have any comments on these schemes please let me know by 1st March 2011.

Final versions of all admission policies and co-ordinated schemes will be agreed in April 2011 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

Cippenham Primary School (Foundation)

DRAFT

ADMISSIONS POLICY

2012 / 2013



General Information

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

As a foundation school the Governing Body is the Admissions Authority and is responsible for deciding on admissions to the school. However, regulations require our Local Authority (LA) to co-ordinate arrangements for admissions to all maintained schools in the Slough area, for all year groups. Therefore, parents/carers will need to apply for places at Cippenham Primary School by completing a Common Application Form (CAF) and submitting this to our Local Authority, Slough Borough Council (SBC), in accordance with their co-coordinated admissions scheme.

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

Please Note – parents wishing their child to transfer from infant school to our primary school (to Year 3) will be required to complete a common application form along with parents applying for admission to reception class. The same timetable will apply for the transfer of pupils from infant as detailed for the admission of children into reception class. Although, we give priority to children attending Cippenham Infant School for Year 3 places, we are unable to guarantee a place.

The school has a Planned Admission Number (PAN) for 2012/2013 of 60 for Reception and of 120 for Year 3. Each class will admit up to 30 pupils.

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

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

Admissions Criteria

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

- a) Children with a Statement of Special Educational Needs (SEN) that names Cippenham Primary School will have priority over all other applicants.
- b) Looked after Children in the care of a Local Authority.
- c) Children on roll attending Cippenham Infant School prior to the admission date (Year 3 admissions only).
- d) Children who have siblings attending the school at the time the child would enter. Children are considered as sibling if they have brother(s) or sister(s) including step, adopted or foster brother(s) or sister(s) living in the same family unit and attending the school at the time the child is due to start the school.

- e) Children whose home address* is in the school's catchment area (map available upon request). Verification of the applicant's residency will be required at the time of application.
- f) All other applications will then be prioritised by distance from home to school. Distance will be measured in a straight line from the front door of the child's home address* to the main entrance of the school (Elmshott Lane, Cippenham). For parents/carers living in a block of flats the distance will be measured from the main entrance of the block of flats. Children living closer to the school receive the higher priority.

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

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

Late Applications

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

Admissions (Casual)

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

Waiting List

A waiting list of children who have not been offered a place at Cippenham Primary School will be established by the LA and then kept by the school. Parents/carers will be required to confirm to the school that they wish to remain on this list. The list will be retained for the remainder of the school year. As and when places arise during the school year children on the list will be considered and vacant places will be allocated in accordance with the criteria above. Allocation will not be based on the length of time a child's name has been on the list.

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

Appeals against Non-Admission

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

Langley Grammar School

Draft Admissions Policy - 2012 entry

1. The school's planned admission number into Year 7 for September 2012 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 and Non Verbal Reasoning 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. Applications for testing will be accepted from students with a permanent home address *[See notes (a) and (b) below]* within the school's Admission Area which comprises the following postcode sectors:
 - SL0 - 9
 - TW3 - 5, TW7, TW13 -15, TW18 - 20
 - UB1 - 10
 - W5, W7, W13
 - HA0 - 5
 - RG12, RG42
4. Children who have a statement of Special Educational Needs which names the School will be admitted automatically provided they meet the criteria for entry. If this happens during the normal admission round, the number of places available to other applicants will be reduced accordingly.
5. Where the number of eligible applicants exceeds the number of places available, places will be allocated according to the following oversubscription criteria:
 - i) Looked After Children (registered in public care) who have taken the admission tests and achieved a score higher than or equal to the qualifying score.
 - ii) Rank order of performance in the admission tests, subject to paragraph 6.
6. In the event of one or more eligible pupils being tied for the final place or places, places will be allocated to the candidates whose permanent home address is nearest to the School. *[See Note (c) below]*
7. 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 the end of the December 2012.
8. 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.
9. The planned admission number into Year 12 for September 2012 is 160. The intended number of students to be admitted from outside the school is a minimum of 20. A variety of Sixth Form courses are offered, with different entry requirements. Full details of these are published annually in the Sixth Form Prospectus and applicants should contact the school for information. A supportive school report from the current Headteacher will be required.

10. The school will establish arrangements for appeals against non-admission, which will be independent of the school.
11. Details of admissions and appeals arrangements will be published by the school every year.

NOTES *(these form part of the admission arrangements)*

- a) In applying these admission arrangements, 'permanent home address' will be defined as the permanent place of residence of the parent with whom the applicant spends the majority of his/her time. The home address must be the address where the applicant is living at the time of application and before the closing date for applications. Where parents/carers share responsibility for part of the week, then both home addresses must be quoted. The school may check the authenticity of the address stated. Proof of residence or further information may be requested and must be provided.
- b) If the main address has changed temporarily, for example where a family is renting a property on a Short Term Tenancy Agreement (12 months or under), then the parental address remains that at which the parent was resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not easily reversible. The Governors may refuse to base an allocation on an address which might be considered only a temporary address.
- c) Distances will be measured using a computerised mapping system. The measurement is taken from the address point of the applicant's home to the address point of the school. It does not take into account the actual or expected route a child will travel to school.

ADVICE *(this is not part of these arrangements)*

The Admission Area represents the area in which almost all students across the school live.

It is anticipated that the school will continue to be heavily oversubscribed and that applicants outside the Admission Area have no realistic chance of being offered a place under these admission arrangements. Should any apply, their applications will be acknowledged and retained. Such applicants will not be entered for the test on the date arranged for applicants from the Admission Area. Should there be insufficient acceptances from applicants within the Admission Area to fill all the places, arrangements will be made for the other applicants to sit the test at a later date.



LYNCH HILL (Foundation Primary) SCHOOL ADMISSIONS POLICY 2012/13

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 120 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 90. 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 120 part time places (60 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
November 2010

Pippins Admissions Policy

POLICY AND NUMBERS

Children are admitted on a part-time basis (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)

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

Parents/Carers must also submit proof of address in the form of a Council Tax or utility bill. The child's birth certificate must be seen by the school prior to admission, unless we have already recorded that it has been seen in the Nursery.

OVER –SUBSCRIPTION

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

- where the child is looked after in the care of the Local Authority
- for Admission into Reception, where a child is currently in the Nursery at Pippins
- where the child will have a brother or sister (natural, step or adopted) attending the school at the time of admission; in the case of two or more children being on the waiting list for classes, 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
- where there are medical grounds (supported by a doctor's certificate) for admitting the child
- the proximity of the child's front door to the school measured by the shortest, safe walking distance, with those living nearer the school being accorded the higher priority

APPEALS

Parents have the right to appeal if we are unable to offer a place to their child. An independent panel will be set up no more than once a term to consider any appeal against non-admission. A copy of the procedure is available from the school. Parents who have appealed unsuccessfully may reapply for a place at the school in a later academic year. There is no right of appeal for Nursery Class as this stage of education is non-statutory.



ST JOSEPH'S CATHOLIC HIGH SCHOOL

ADMISSIONS POLICY

2012-13

DATE OF REVIEW: 7TH JULY 2010

**This policy will be reviewed annually by
the Admissions Committee**



ADMISSIONS POLICY FOR

ST JOSEPH'S CATHOLIC HIGH SCHOOL

2012-13

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 2012-13 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 19th October 2012. Late applications will be considered at the discretion of the governors.

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

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

- 1) Looked After Children***
- 2) Baptised Catholic Children with a priest's reference.***
- 3) Baptised Catholic Children***
- 4) Baptised Children of other Christian denominations with a religious leader's reference.***
- 5) Baptised Children of other Christian denominations***
- 6) Children of other faiths with a religious leader's reference.***
- 7) Children of other faiths.***

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

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

The governors insist that a copy of a valid Baptism Certificate is sent in with the application form.

Tie Breaker: For any admission category that is over-subscribed, applications will be prioritised by distance from the home address to the school building. Distance will be measured in a straight line from the front door of the child's home address (including flats), to the main entrance of the school, using the Local Authority's computerised measuring system, with those living closer to the school receiving the higher priority.

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

APPEALS PROCEDURE: Parents have the right to appeal if they have not been offered a place at the school. They must send a letter of appeal to the Chair of Governors at St Joseph's within 30 days of receiving their offer letter. They will then be notified of the appeal date and time.

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

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

Baptised Catholic or Baptised Christian:

The governors insist on a copy of a valid Baptism Certificate being produced at the time of application to the school.

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.

False Information: If false or misleading information is used to gain entry to the school, the offer of a place may be withdrawn.

Date of Review: July 2010

Commencement: Commencement October 2012 for 2013 school year admission.

This policy will be reviewed annually by the Admissions Committee.

CO-ORDINATED PRIMARY ADMISSION SCHEME

SEPTEMBER 2012

(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 2012. 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 2012 about the outcome.

Non-Slough Residents Applying for Slough Schools

Parents should apply using the CAF provided by their home borough.

Slough Residents Applying for Non-Slough Schools

Parents should apply using Slough Borough Council's CAF.

Waiting lists

The LA will maintain waiting lists for over-subscribed schools until September 2012.

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 only 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 28th November 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 13th January 2012. All applications received after 13th January will be considered as late applications and only processed after those that have arrived on time, 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 20th February 2012. 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 20th February 2012.
5. All schools notify the LA about the outcome of each application by Friday 9th March 2012.
6. Slough LA prepares a letter for each applicant who has applied for a school place. Letters are posted on Friday 13th April 2012. 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 27th April 2012. 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 April 2012 until September 2012.

CO-ORDINATED SECONDARY ADMISSION SCHEME

SEPTEMBER 2012

(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, Slough 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.
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 2011 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 2011, 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 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 no later than Friday 18th November 2011. 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.
 5. Slough LA transfers non-selective school preference data electronically to St Joseph's School and The Langley Academy by 18th November 2011. 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 18th November 2011.
 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.
 8. By 13th January 2012 the Grammar School Consortium notifies the LA about the outcome of each application with a selective school preference. By 14th January 2012 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 17th February 2012.
 10. By Friday 17th February 2012 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 Thursday 1st March 2012 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 about appeal and waiting list arrangements. The Grammar School Consortium administers these processes from March to September 2012 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 2012 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 2012 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 2012 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. Secondary in year admissions are already co-ordinated and this document is mainly a summary of existing practice.

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.
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.

Priority Lists (Waiting Lists)

For in-year applications the priority lists are reviewed each month. Priority is given according to the admission criteria for the school and includes all applicants currently 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 priority lists centrally could be developed. The Admissions Panel would then consider fair access 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. 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.

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 month all applications received are collated. The application data is transferred to schools named on the application. Neighbouring authorities are contacted if the applicant has named a school outside Slough. Information is distributed electronically if possible. This is a rolling process which continues throughout the year.

7. Schools advise the Local Authority whether they are able to offer a place.

8. Each month 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.

Priority Lists (Waiting Lists)

For in-year applications the priority lists are reviewed each month. Priority is given according to the admission criteria for the school and includes all applicants currently 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 priority 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 applies 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.