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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](http://www.slough.gov.uk/documents/Parents_guide_-_Nursery_and_Primary_201011.pdf)
[www.slough.gov.uk/documents/Parents_guide - Secondary Schools Sept 2010.pdf](http://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.