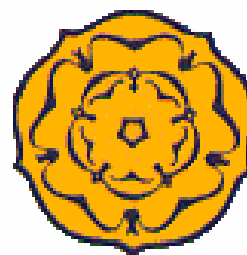


Cippenham Junior School (Foundation)

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 The offer of a place may be withdrawn if proof of residency is not met.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**