

31<sup>st</sup> August 2010

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Heads of All Infant, Junior & Primary Schools

Dear Colleague

### **In-Year Admissions**

The purpose of this letter is to provide further information about the in-year admissions process, which is changing from this September.

The Admissions Code of Practice now requires all parents to apply directly to the Local Authority for places in all year groups at all schools and the Local Authority is responsible for offering the places. We consulted on how this would work earlier this year and a small group of Heads met during the summer term to discuss implementation. For the new scheme to be successful, the Admissions Team will need up to date information on vacancies at all schools. You will receive a weekly request to provide this information by email from Ven Miller, Admissions & Access Manager and this will start on Monday 6<sup>th</sup> September. It should not take more than a few minutes to complete but it is important that it is accurate and returned the same day because the information will be used to offer places that week.

To ensure that all pending applications are included in the new scheme, I would be grateful if you could advise any parents on your existing waiting list that they should re-apply using the Local Authority application form. A batch will be sent to all schools shortly with an information leaflet for parents. We will be publicising the new arrangements but it is likely that your school will continue to receive enquiries about places from parents moving into Slough. They should also be advised to complete the new application form and return it to the Local Authority. I expect over time parents will become familiar with the new process and the number of enquiries schools receive will reduce.

The implementation group will meet again on 13<sup>th</sup> October to review progress and we will also consider whether an on-line applications system can be used in future. If you have any further queries please let me know.

Thank you for your assistance.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Tony Browne', with a horizontal line extending to the right.

Tony Browne  
Head of School Services