

Determined admission arrangements for Slough community and voluntary controlled primary schools for 2023-24

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Introduction

What is this document about?

This document is about the determined admission arrangements of three Slough community primary schools and one voluntary controlled school for 2023-24

What are admission arrangements?

Admission arrangements are the overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means to determine whether a school place is to be offered.

Each year all admission authorities must review the admission arrangements for their schools, and formally set, or 'determine', these arrangements by 28 February.

Governing bodies/Trustees of voluntary aided and foundation schools, free schools and academies are the admission authority for their school. **Slough Borough Council is the admission authority for three community schools and one voluntary controlled school in the area.**

The three community primary schools are Claycots School, Penn Wood Primary School and Wexham Court Primary School.

The voluntary controlled school is St Mary's C of E Primary School.

The council consulted on this admission arrangements between **Friday 26 November 2021 and Friday 28 January 2022**,

Section 1

Published admissions criteria

Published Admissions Number (PAN) is the number of pupils that a school can admit into each relevant year group i.e reception

As part of the admission arrangements for a school, the admission authority must set an admission number for the “relevant age group” i.e. the age group at which pupils are, or will normally be admitted to the school e.g. Reception, Year 3 for a Junior school or Year 7.

The School Admissions Code (2021) states that for a community or voluntary controlled school, the local authority (as admission authority) must consult at least the governing body of the school where it proposes either to increase or keep the same PAN.

The published admission numbers (PANs) for Community and Voluntary Controlled Schools for 2023-24 are shown below:

| Community primary schools | Published admission number (pan) 2023-24 |
|----------------------------------|---|
| Claycots School (Britwell) | 120 |
| Claycots School (Town Hall) | 120 |
| Penn Wood Primary School | 90 |
| Wexham Court Primary School | 90 |

| Voluntary controlled primary | Published admission number (pan) 2023-24 |
|-------------------------------------|---|
| St Mary's C of E Primary School | 90 |

Section 2:

Over-subscription Criteria of Community Schools 2023-24

Admission authorities for schools are required to have oversubscription criteria for each school. Oversubscription criteria refers to the published criteria that an admission authority applies when a school has more applications than places available to decide which children should be allocated a place.

All children whose Education, Health and Care Plan names the school will be admitted. If a school is not oversubscribed, all applicants will be offered a place.

Where a school is oversubscribed, the order of priority that will be applied for all children is as follows:

1. Looked after child

Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted. (See note below)

2. Exceptional Medical/Social need

Children who have exceptional medical or social circumstances require attendance at a particular school rather than any other school. The reasons must be fully supported in writing by a professional person involved with the child such as a doctor or social worker. This must show that the school requested is the only school that the child can attend because of the exceptional medical and social needs. All documents must be submitted with the common Application Form (CAF) or with a printed copy of the online form if completed online. (see note below)

3. Sibling

Children who have a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister (not cousins), living in the same family unit at the same address as the child on roll at the school - at the time of application and expected to still be on roll at the time of admissions.

4. Children of staff

Children of any member of staff, regardless of role in the school where

- (a) The member of staff has been employed at the school for two or more years at the time of application or
- (b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

5. Catchment area

Children who live in the catchment area of the school

6. Distance

All other applicants who live nearest from home to school.

Tie Breaker

In the event that two or more children in all other ways have equal eligibility for the last available place at the school and cannot be separated, their names will be issued a number and drawn randomly to decide which child should be given the place.

Multiple births

If children of multiple birth (twins and triplets) require admission in the same year group and there is only one place available within the published admission number, places will be offered to those children over and above the school's PAN.

Waiting list

The Local Authority will maintain a waiting list for all community and voluntary controlled schools. To ensure that the LA, as the admissions authority, meets its duty to continue to co-ordinate admissions beyond the offer date and comply with the parents' highest possible preference, we will ensure that waiting lists do not contain lower ranked preferences.

Waiting lists for all community and voluntary controlled schools will include all those that applied after the national closing date. Waiting lists will be held in the order of oversubscription criteria, not in order of when an application is received. This means a child's position can move down as well as up following the addition of any applications that may have a higher priority.

The waiting list will be in operation until **31 December 2023** in the academic year of the reception admission. Parents should complete and submit an in-year application form thereafter if they wish their child's details to be kept on the waiting list for the remainder of the academic year.

For the in-year waiting list, parents must complete and submit a new application form at the beginning of the new academic year.

Late applications

Application forms must be received by Slough Borough Council by the closing date (15 January 2023). Applications received after the closing dates will be considered as late applications and will be processed after places have been allocated to applicants who applied on time.

In exceptional circumstances, the application may be considered as on time but must be received by dates stated in the published scheme. This also applies to any changes to the application e.g. order of school preference.

Definitions and notes

The following definitions will apply to all community and voluntary controlled schools in Slough.

Distance

Distance will be measured in a straight line using the co-ordinates from the National Property Gazetteer from the centre of the child's home address (including flats) to the school's main gate.

It may be necessary to use other OS maps or online resources for any home address outside of the Slough local authority area not covered by the local authority's computerised distance measuring system. In the case of flats, the priority is that of floor level i.e. ground, first, second etc. in that order.

Home Address

The home address is the address of the parent with whom the child normally lives from Monday to Friday. The address of a relative or childminder, or where the child stays or sleeps because of special domestic arrangements or personal circumstances cannot be considered.

Shared responsibility

When parents live separately but the child lives with both parents at different addresses, the child's home address will be taken to be the address where the child lives for most of the week. If the child spends an equal amount of time with each parent, the address will be taken to be that of the main parent/carer eligible to receive Child Benefit and Child Tax Credit.

If different applications are received for the same child with different addresses, or the Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until such time that:

- one joint application is made; or
- written agreement is provided from **both** parents; or
- a court order is obtained confirming which parent's application carries precedence.

Previously looked after children

Previously looked after children are children who are looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Oversubscription criteria for St Mary's C of E Primary School for 2023-24

St Mary's C of E Primary School is a voluntary controlled school.

The local Authority is the admissions authority for the school.

All children whose Education, Health and Care Plan names the school will be admitted. If the school is not oversubscribed, all applicants will be offered a place.

Where a school is oversubscribed, the order of priority that will be applied for all children is as follows:

1. Looked after child

Looked after children and all previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted. (See note below)

2. Sibling

Children who have a brother or sister, half brother or sister, adopted brother or sister, step-brother or sister, foster brother or sister (not cousins), living in the same family unit at the same address as the child on roll at the school - at the time of application and expected to still be on roll at the time of admissions

3. Catchment area

Children who live in the catchment area of the school

4. Denomination

Children whose parents have selected the school on denominational grounds.

5. Strong medical and social grounds

Children who have exceptional medical or social circumstances require attendance at a particular school rather than any other school. The reasons must be fully supported in writing by a professional person involved with the child such as a doctor or social worker. This must show that the school requested is the only school that the child can attend because of the exceptional medical and social needs. All documents must be submitted with the common Application Form (CAF) or with a printed copy of the online form if completed online. (see note below)

6. All other applicants

All other applicants who live nearest from home to school.

Tie Breaker

In the event that two or more children in all other ways have equal eligibility for the last available place at the school and cannot be separated, their names will be issued a number and drawn randomly to decide which child should be given the place.

If children of multiple birth (twins and triplets) require admission in the same year group and there is only one place available within the published admission number, places will be offered to those children over and above the school's PAN.

Waiting list

The Local Authority will maintain a waiting list for all community and voluntary controlled schools. To ensure that the LA, as the admissions authority, meets its duty to continue to co-ordinate admissions beyond the offer date and comply with the parents' highest possible preference, we will ensure that waiting lists do not contain lower ranked preferences.

Waiting lists for all community and voluntary controlled schools will include all those that applied after the national closing date. Waiting lists will be held in the order of oversubscription criteria, not in order of when an application is received. This means a child's position can move down as well as up following the addition of any applications that may have a higher priority.

The waiting list will be in operation until **31 December 2023** in the academic year of the reception admission. Parents should complete and submit an in-year application form thereafter if they wish their child's details to be kept on the waiting list for the remainder of the academic year.

For the in-year waiting list, parents must complete and submit a new application form at the beginning of the new academic year.

Late applications

Application forms must be received by Slough Borough Council by the closing date (15 January 2023). Applications received after the closing dates will be considered as late applications and will be processed after places have been allocated to applicants who applied on time.

In exceptional circumstances, the application may be considered as on time but must be received by dates stated in the published scheme. This also applies to any changes to the application e.g. order of school preference.

Section 3

Admission of children outside their normal age group

Delayed entry for summer born children

Children born between 1 April and 31 August are regarded as summer born children.

In exceptional circumstances, summer born children may be admitted to school in a different year group. This is usually due to concerns in relation to a child's development. If parents would like to request for their 'summer born child' to start school outside of their normal age group, and be admitted to reception rather than Year 1, the following process will apply.

Parents will apply for the normal reception year for their child. The normal year in this case, is the academic year when the child will be five years old – between 1 September and 31 August.

When parents apply, they will inform the School Admissions Team in writing, that you do not wish to send their child to school until the September after their fifth birthday and **request** that their child is admitted **out of their normal age group** – to reception rather than Year 1. The parent's letter or email would include reasons for their request and any evidence to support their case.

Evidence could show:

- ♣ whether your child is summer born
- ♣ information about their child's personal, social, emotional development and academic development
- ♣ if relevant, the child's medical history and views of a medical professional
- ♣ whether your child has previously been educated out of year group
- ♣ whether your child was born prematurely

The local authority, as the admissions authority will look at each case on its merits, taking into account the child's best interest and either agree or refuse the request on that basis. We will seek views of the headteacher of the school where the child is most likely to be allocated a school place before a decision is taken. We may also take into account the views of the manager of their current early years setting and other professionals. We will make sure parents are aware of whether their request for admission out of year group has been agreed before the final offers are made in April. Any reasons for refusal will be shared with the parent.

If a parent's request is refused, the child will still be considered for admission to their normal age group. If we agree to the request, the child will be admitted into reception rather than Year 1 the following year; but they would need to apply again for a reception place for that year. **Please note the decision to agree to delay a child does not guarantee that a place will be available, as this depends on the**

number of applications for entry in that year and it is not possible to reserve a place until the following year.

Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 1 child for a reception place will be considered alongside applications for reception. There is no statutory right of appeal if a request is not agreed.

Section 4

Deferred entry to school in the same academic year

If parents feel that their child is not ready to start school in the September following their fourth birthday, they can either arrange for their child to attend part-time until they reach statutory school age, or defer the date your child is admitted to the school until later on in the Reception year. If the child's entry is deferred, the school must hold your child's place and not offer it to another child. The child must also start school in the school year for which the offer was made. The latest your child can start school is at the beginning of the summer term 2023.

If you wish to defer their child's entry, they will need to confirm this with the school where their child has been offered a reception place. They may also need to confirm this with the early learning provider so that their child can continue to receive their free early learning entitlement.

Part-time

Parents/carers can opt for their child to attend part-time until the child reaches compulsory school age but will need to discuss this with the school at which their child has been offered a place.

Right Of Appeal

If a parent is unhappy with the school place their child has been offered, they have a right to appeal to the independent appeals panel. Information relating to appeals with the timetables for appeals to be heard will be on the Slough Borough Council website.

Parents can only appeal for a school for which they have expressed a preference and have been refused. The appeals panel is binding on both the local authority (as admissions authority) and the on parents/carers.

Withdrawal of offer of a school place

The local authority (as admissions authority) will withdraw an offer of a school place:

- If the offer was made in error
- Parents fail to respond within a reasonable period of time
- It is established that the offer was obtained through a fraudulent or intentionally misleading application

Section 5

Information regarding Primary in-year admissions and fair access protocols

In-year admissions

An in-year admission is either a new applicant who is moving to Slough or an existing resident attending a Slough school who wishes to transfer to a different school. Entry is to year groups Reception – Year 6 during the academic year.

The local authority, as admissions authority manages in year admissions to community and voluntary schools. If a parent/carer wishes to apply for a Slough community or voluntary school as an in-year admission, they must apply direct to the local authority using the In-Year Application Form.

The admissions authority will notify the parents of the outcome of their application in writing within 10 school days. Where the preferred school is unable to offer a school place, parents will be informed of the reason for refusal and provided with information about their right of appeal in accordance with Paragraph 2.32 of the Admissions Code.

Places for in-year admissions must be offered in accordance with the published oversubscription criteria for the school.

The local authority also manages the in-year admissions for several school participating in the in-year co-ordination scheme. The list of those schools can be found on the council website.

Details of the [in-year admissions processes for Slough schools and academies will be published](#) for each academic year by 31 August.

Fair access protocols:

Slough Borough Council administer the locally agreed Fair Access Protocols for children who meet the relevant criteria on behalf of and in partnership with all Slough primary, infant, junior schools, and academies.

The Local Authority will ensure that there is a fair distribution across all Slough schools/academies of pupils who are identified as having challenging behaviour under the agreed Fair Access Protocols.

Full details of the agreed Slough Fair Access Protocols will be published on [in-year admissions processes for Slough schools and academies](#).