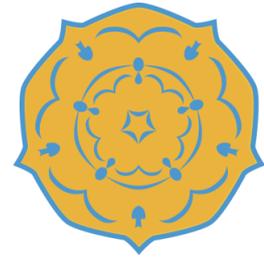


The Gold Rose MAT

Being the best we can be



Admissions Policy 2022/23

Scheme of Delegation

Approver: *The Gold Rose MAT*

Reviewer: *Headteacher*

Dates

Date of approval: January 2021

Date for revision: January 2022

Category

A – statutory policy required by educational legislation

B – statutory policy required by other legislation impacting directly on schools

C – statutory other

D – document referenced in statutory guidance

NS – non statutory

Published

School webpage trust webpage prospectus

As an academy school within The Gold Rose MAT, the Admissions Authority is the Trust and is responsible for deciding on admissions to the schools. However, our Local Authority, Slough Borough Council (SBC), co-ordinate the arrangements for admissions to our school. Therefore, parents/carers will need to apply for places by completing a Common Application Form (CAF) and submitting this to Slough Borough Council in accordance with their co-ordinated admissions scheme.

Details of SBC's scheme and application forms are available from SBC's Admissions Team and are on the SBC website: 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.

There is one main point of entry at Reception for The Cippenham School.

Our schools 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.

Children born between 1 September 2016 and 31 August 2017 will be expected to start in the reception class (Year R) in September 2021.

Published Admission Number (PAN)

The Published Admission Numbers for initial entry to The Cippenham School in September 2022 is 150. Each class will admit up to 30 pupils.

Schools Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below:

1. **Looked after child** (as defined in the Children Act 1989) or a child who was previously looked after and has left care under a Child arrangements order, special guardianship order or who was adopted.
2. **Exceptional Medical/Social need** – Children who have medical or social grounds for admission. These reasons must be fully supported in writing from a professional person involved in the case, 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 medical or social needs. All documents must be submitted with the CAF or with a printed copy of the online form if completed online
3. **Siblings** - Children who will have a brother or sister, including all blood half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child, in the infant, linked junior or primary school in September 2021. This would not apply if the sibling were due to leave in the July before the younger child would be admitted.
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
- a) 5. **Catchment area** - Children who live in the catchment area of the school.

- b) **6. All other applicants** - Where there are more applications that meet any of the above criteria than there are school places in the school, priority will be given to those children who live nearest to the 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. 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 at least 3 week day nights during term time.*

Tie Breaker

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

Parents should note that admission to reception classes is determined using the admission criteria for primary schools. **Attendance at a nursery does not guarantee a reception place at an attached infant or primary school.**

Waiting list

If the Cippenham School is oversubscribed, names of all unsuccessful applicants will be placed on a waiting list managed by the Local Authority and, should vacancies arise before the end of the autumn term, will be offered places in accordance with the published oversubscription criteria. At the end of the autumn term, the waiting list will cease to operate and parents would need to make an application for an 'in year' admission, managed by SBC, if they still want their child to be considered for a place at the school.

Members of the UK Armed Force and Crown Servants

Applications will be accepted for children from families of UK Service Personnel and Crown Servants. Families of UK Service Personnel and other Crown servants are subject to frequent movement within the UK and from abroad. An official letter from the MOD, FCO or GCHQ should be submitted with the application detailing relocation date and a unit postal address or quarters in Slough and we will arrange for that address to be used throughout the admission process.

Admission of children outside their normal age

Applicants may choose to seek places outside of their child's chronological year group. Any request needs to be put in writing to the school outlining the reasons with supporting documentation from a professional for consideration. The Governing Body will decide whether or not the individual child's circumstances make this appropriate on educational grounds. Such requests will only be agreed in exceptional circumstances.

Fair Access Protocol

The school is committed to taking a number of children who are vulnerable and / or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions rounds the Governing Body is empowered to give absolute priority to a child where admission has been agreed by the Local Authority and the Governing Body for the current

school year. The Governing body has this power even when admitting the child would mean exceeding the published admission number

Late applications

Application forms must be received by Slough Borough Council by the closing dates stated in the published schemes. Applications received after these closing dates will be considered as late applications and will be processed after places have been allocated to applicants who applied on time. There may be exceptional circumstances where the application may be considered as on time, but these must be received by dates stated in the scheme. This also applies to any changes to the application e.g. order of school preference.

In-Year Admissions

To apply for in-year admissions, applicants will be required to complete an application form. All applications will be considered in accordance with the published admission criteria as above. For places available and there is no waiting list the child will be admitted. If there is a waiting list, the applications will be ranked in accordance with the oversubscription criteria. Whenever a new applicant is added to the waiting list, the list will be reordered in accordance with the oversubscription criteria.

Summer born pupils

A child reaches compulsory school age on the prescribed day following their fifth birthday. The prescribed days are 31 December, 31 March and 31 August. The term 'summer born' is used to refer to children born from 1 April to 31 August. These children are not required to start school until a full school year after the point at which they could first have been admitted. School admission authorities are required to provide for the admission of all children in the September following their fourth birthday, but flexibilities exist for children whose parents do not feel they are ready to begin school before they reach compulsory school age. Where a parent requests their child is admitted out of their normal age group, the school admission authority is responsible for making the decision on which year group a child should be admitted to. They are required to make a decision on the basis of the circumstances of the case and in the best interests of the child concerned and will relay this information to the school.

Appeals

In the event it has not been possible to offer a place at the school, the applicant will be advised of the reason and their right to appeal. The appeals will be heard in accordance with the provisions of the Schools Standard and Framework Act 1998 and the Education Act 2002, together with the Schools Admissions Appeal Code. Appeals will be heard by an independent appeals panel who will adjudicate on all appeals.

Equal Opportunities

This policy applies to all families regardless of their gender, colour, ethnicity, ability or disability, religion or nationality.