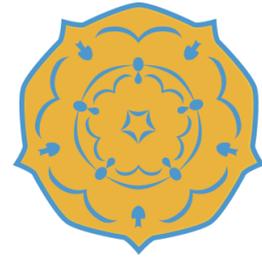


The Gold Rose MAT

Being the best we can be



Admissions Policy 2020/21

Scheme of Delegation

Approver: *The Gold Rose MAT*

Reviewer: *Executive Principal*

Dates

Date of approval: January 2019

Date for revision: January 2020

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

General Information

Cippenham Primary School (age range 4 to 11) and Cippenham Infant School (age range 4-7) are all inclusive schools and welcome all applications. Children will be admitted to the schools without reference to academic ability or aptitude.

As academy schools 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 schools. 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.

Please Note:

- *Year 3: Parents/ carers wishing their child to transfer from Cippenham Infant School to Cippenham Primary School (to Year 3) will also be required to complete the SBC Common Application Form and submit this to SBC in accordance with their co-ordinated admissions scheme. Although priority is given to children attending Cippenham Infant School for Year 3 places using the criteria below, places are not guaranteed.*
- *Cippenham Nursery School Parents / carers wishing to apply for Reception places at our schools will also be required to complete the SBC Common Application Form and submit this to SBC in accordance with their co-ordinated admissions scheme. Cippenham Nursery School is not part of our Trust*

Cippenham Primary School has a Planned Admission Number (PAN) for 2019/20 of 60 for Reception and of 150 for Year 3. Each class will admit up to 30 pupils.

Cippenham Infant School has a Planned Admission Number (PAN) for 2019/20 of 90 for Reception. Each class will admit up to 30 pupils.

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.

Parent/carers will be notified in March / April each year that a place is available in Reception (or Year 3, as appropriate) for the following school year.

Parents should be aware that the Trustees of the Gold Rose MAT have resolved to pursue the possibility of merging the two schools; to open as one school in September 2020 following due process and consultation. Parents will be updated in due course. Please note that this will affect the admissions process to the current schools for 2020/21.

Admissions Criteria

In the event of there being more applications than places, children will be admitted in the order set out below:-

- a) Children with a Statement of Special Educational Needs (SEN) that names Cippenham Primary School or Cippenham Infant School will have priority over all other applicants.
- b) Looked after Children in the care of a Local Authority.
- c) Children who have siblings attending one of our schools at the time the child would enter. 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 and attending the school at the time the child is due to start the school.
- d) Children on roll attending Cippenham Infant School prior to the admission date (Cippenham Primary School Year 3 admissions only).
- e) Children whose home address* is in the school's catchment area (map available upon request). Verification of the applicant's residency will be required at the time of application.
- f) Children of staff at the school, will be given priority in either or both of the following circumstances: a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- g) All other applications will then be prioritised by distance from home to 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 relevant 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 3 week day nights during term time.*

Proximity of the child's home, those living nearer being accorded the higher priority, will also serve to differentiate between applications within criteria a) to g) above should the need arise.

Late Applications

Applications received after the published closing date each year will be considered to be casual applications, outside the normal intake timetable.

Admissions (Casual)

When a parent/carer wishes to apply for a place at times other than the normal admission periods and/or in year groups which are not normal admission years (i.e. for children moving into the designated area or wishing to transfer from another school) these are considered to be casual applications, outside the normal intake timetable. Casual applications must be made using SBC's Common Application

Form and submitted to SBC in accordance with their co-ordinated admissions scheme. Applications will then be considered in accordance with the criteria above.

Waiting List

A waiting list of children who have not been offered a place will be established and maintained by SBC who will administer places following the published process.

Our schools have a responsibility to admit any child who is the subject of a “direction” by the Local Authority or is allocated to us under the Fair Access Protocol and any such children take precedence over the waiting list.

Appeals against Non-Admission

Parent/carers have the right to appeal to an independent panel if a school is unable to offer a place for their child. Appeals will only be heard from parent/carers who have first sought admission via SBC’s co-ordinated admissions scheme and been refused. Arrangements for appeals against non-admissions are independent of the school and shall be heard in accordance with the Schools Admissions Appeals Code of Practice. Under this code of practice the school exercises its right not to consider further appeals from the same child within the same academic year.

Further details are available from the SBC website and via:-

www.slough.gov.uk/downloads/parents-guide-school-admission-appeals.pdf

Equal Opportunities

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