

## ADMISSIONS POLICY

### POLICY AND NUMBERS

Children are admitted on a part-time basis (mornings –only) to the Nursery Class at the start of the school year (September) in which they reach their fourth birthday. They are admitted full-time to the Reception Class at the start of the year in which they reach their fifth birthday, although there is the option of attending part-time until the child is five years old. The number of admissions for each year is 27 (26 for the Nursery). Children who attend our Nursery Class do not automatically gain admission to the main school A separate application form must be filled in and submitted to the Admission Team at the Local Council. All admissions to the main school are considered in accordance with the school’s admission criteria.

Application to the Nursery should be made using the Pippins application form and those for the main school using the Common Application Form. Admission dates for all classes other than Nursery will usually be in line with those set by Slough Local Authority. Parents/Carers must also submit proof of address in the form of a Council Tax or utility bill. The child’s birth certificate must be seen by the school prior to admission, unless we have already recorded that it has been seen in the Nursery.

### OVER –SUBSCRIPTION

Where applications for admission exceed the number of places available, the following criteria will be applied, after the admission of pupils with an Educational Care Health Plan, where the school is named, priority for admission will be given to those children who meet the criteria set out below, in order:

- Where a looked after child or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. A looked after child is a child who is in the care of a local authority, or being provided with accommodation by a local authority in the exercise of their social services functions.
  
- Children of staff at the school will be given priority in either of the following circumstances:
  - 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 is made.
  - Or
  - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.Step children, foster children, or adopted children will be accepted within the definition of “children”.
  
- Children with a sibling attending the school at the time of their joining. Sibling is defined in these arrangements as children who live as brother or

sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brother and sisters.

- Where there are medical grounds (supported by a doctor's certificate) for admitting the child.
- Other children by distance from the school, with priority for admission given to 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 (including flats) to the main entrance of the school, using the LA's computerised measuring system, with those living closer to the school receiving the higher priority. Random allocation will be used as a tie-break to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be independently verified.

### **APPEALS**

Parents have the right to appeal if we are unable to offer a place to their child. An independent panel will be set up no more than once a term to consider any appeal against non-admission. A copy of the procedure is available from the school. Parents who have appealed unsuccessfully may reapply for a place at the school in a later academic year. There is no right of appeal for Nursery Class as this stage of education is non-statutory.