



Applicants Question & Answers Booklet

Virtual Open Evening- Wednesday 18 September

The Academy is aware that this is a daunting time for parents and students and we understand the excitement and anxiety that can be caused when Year 6 students transfer from primary to secondary school. In order to ease this transition, for students and their parent/carers, we would like to invite you to our online virtual Open Evening which will replace the evening when we usually welcome parents/carers and their children on-site.

Virtual Open Evening videos will be available on our website from
Wednesday 16 September 2020

The videos will feature Alison Lusuardi, Headteacher, Jill Heales Head of KS3 and a tour of The Academy. Unfortunately, at this time we are not planning to run our usual open mornings but please check our website for updates.

Entrance Test and Registration Form

The Academy is committed to providing high quality education for children of all abilities and to ensure **all** children have an equal chance of being offered a place. In order to be considered for a place all applicants must complete:

- **A Local Education Authority (LEA) Common Application Form**, known as a CAF, which goes **to your LEA** and can also be completed online on or by the **31st October 2020**.
- **The Langley Academy Registration Form**, available from our website, which needs to be sent directly **to The Academy** on or by the **31st October 2020**.

Once The Academy receive the registration form your child will be required to sit a test of general, non-verbal intelligence, provided and independently assessed by the GL Assessment Group.

The Entrance Test
(Non-Verbal Reasoning)
will be held on
Saturday 14 November 2020

Please note that **your child can not be considered for a place** until they have sat the test. So if you do apply for a place through your LEA ensure you also complete and send the Langley Academy Registration Form to the academy and that your child attends the test on the above date. Remember an application also needs to be made via your LEA using their CAF.

Any questions?

The Academy is happy to answer any questions or concerns regarding your application for a place at The Langley Academy. Please read the Frequently Asked Question section below and if you have further queries please do not hesitate to contact the Admissions Officer Penny Davies on 01753 214485 or email admissions@languleyacademy.org with any queries you may have.

Frequently Asked Questions

NFER Test - Saturday 14 November 2020 at The Langley Academy

All students will be asked to sit the test at The Langley Academy on Saturday 14 November 2020. Students will be asked to supply an up to date passport sized photograph with their registration form. Further details on times will be communicated to parents after the registration deadline of Saturday 31 October 2020. As the registration deadline falls on a Saturday The Langley Academy will accept forms up to 10am on Monday 2 November 2020. Forms received after this deadline will be treated as late applicants.

What if my child is ill on the day of the test?

Students will be given the opportunity to sit the test on another day at the Academy.

What does the test consist of?

The test consists of four subtests. Each subtest is preceded by a set of instructions, and a number of examples and practice questions. Each of the four sections has 18 questions and students are allowed 9 minutes to answer each section. These times do not include the instructions and practice sections of each sub test.

How long is the test?

The total administration time for the test is approximately 45 minutes.

Why a Non-Verbal test?

A non-verbal test has the advantage of providing a measure of reasoning ability that is relatively unconfounded by verbal skills. This is desirable if wishing to avoid a cultural influence upon performance (both ethnic and social-class). Measuring reasoning by non-verbal means will give a more complete awareness of a student's ability.

Is it multiple choice?

Yes. The questions in the test have been specially chosen from a bank of multiple-choice questions so that they cover a suitable range of difficulty for the test's purpose. Within each of the subtests the items have been arranged in order of increasing difficulty.

What does my child have to bring with them?

The Academy provide all the equipment needed to sit the test

- Test booklet
- Answer sheet
- Sharpened Pencils
- Rubber
- Spare sheet of paper for rough working

What does my child wear to the test at The Langley Academy site?

There is no dress code on the day of the test. Children should come in comfortable fitting clothes appropriate to weather conditions on the day i.e. layering.

Can my child bring a drink?

Yes, they can bring a drink to the Academy test and place the bottle under their desk.

My child has a medical condition, hearing or visual impairment or an Educational Health Care Plan - do they have to sit the test?

All students applying for a place at The Langley Academy have to sit the entrance test, special arrangements will be made for those children with medical and or educational needs. Please contact Penny Davies on 01753 214485 or email admissions@langleyacademy.org to discuss these arrangements.

What happens if my child is nervous on the day?

Please assure your child prior to the test that unlike the grammar school tests, there is no pass or fail and the test result will only be used to place each child in one of 9 equal sized ability groups. The Academy will make every effort on the day to make all children feel comfortable in their surroundings.

If you have any concerns and would like your child placed into a small group please contact Penny Davies on 01753 214485 or email admissions@langleyacademy.org.

Can my child practice before the day?

The test requires no preparation and is not designed to test your child's knowledge. If you would like to familiarise your child with the non-verbal reasoning test procedures, practice books can be purchased from W.H. Smith and other large book retailers.

How is the test marked?

Children's individual answer sheets are sent to the GL Assessment Group for marking and placing into ability bands.

How many bands are there?

The Academy has a nine band system 1 being the lowest and 9 the highest. The available places at the Academy are divided into 9 ability bands and 20 places are allocated from each band of students.

If I am unhappy with the banding result can my child re-sit the test?

Children are given one opportunity to sit the test they will then remain in the allocated band.

Can I have the test results?

The Academy does not give out the scoring for the tests as they are used for ability banding and internal use only, however you will be informed of the band your child has been placed in.

Frequently Asked Questions

Registration and Allocation to Year 7 2021

If your child will be 11 years old between 1 September 2020 and 31 August 2021 you should apply for a place at a secondary school using the Common Application Form provided by your Local Authority.

How do I apply for a place at The Langley Academy?

If you wish to apply for a place at The Langley Academy **you must put it as one of your preferences on the Common Application Form (CAF)** from your local LEA. This is available on line and details can be obtained from the Admissions and Access Team at Slough Borough Council or your local LEA. You can also speak with a member of staff at your child's current Primary School for guidance.

The CAF is available online from 01 September 2020 closing date is 31 October 2020. Visit www.slough.gov.uk/admissions . For further information on all Slough secondary schools please request a copy of the Parents Guide to Admissions Booklet – from Slough Borough Council.

Complete The Langley Academy Registration Form

Parent/Carers **must** also complete **The Langley Academy Registration form** to be considered for a place in September 2021. Available on The Langley Academy website from 04 September 2020, it needs to be sent directly to The Academy on or by the 31st October 2020.

Visit www.langleyacademy.org to download a copy from the academy website from 4 September 2020. Registration forms will also be available on 4 September 2020 from our security guard at The Langley Academy main entrance off of the Langley Road.

Is there a deadline to apply?

The closing date to complete The Langley Academy registration form and reregister for the test is 31 October 2020, however as the registration deadline falls on a Saturday in 2020 The Langley Academy will accept forms up to 10am on Monday 2 November 2020. Forms received after this deadline will be treated as late applicants and your child may not be considered in the first round of allocation.

I live outside of the area. Can I still apply?

Yes, out of area applicants should also complete a Common Application Form (CAF) for their Local Authority and return it to them by the stated deadline. You **MUST** also complete The Langley Academy Registration Form.

Do I need to supply a photograph of my child to sit the test?

All students registering to sit the test will need to attach a recent passport sized photograph to their registration form for student identification.

Late Application?

All children will be given the opportunity to sit the Academy entrance test. Late applications may not be considered in the first round of allocation.

How many places are allocated?

The Langley Academy will admit up to their planned admission number (PAN) of 180 students.

When are they allocated?

180 places are allocated by Slough Borough Council Admissions Department on 01 March 2021. Places are allocated using the banding information given by The Langley Academy and in accordance with the parent/carer preferences on the CAF Form.

How are they allocated?

Admissions to The Langley Academy are through the Slough LA's Co-ordinated scheme and its timetable. You will receive a letter from the Slough LA confirming your secondary school placement, followed by a letter of confirmation from the Academy.

How many students are taken from each band?

In line with the **Academy's Admission policy**, 20 places from each of the nine ability bands are allocated based on the oversubscription criteria in the updated policy which applies for Year 7 entrants from September 2021. This gives us our 180-yearly intake.

Do I have to give proof of my child's residence?

Selection to the Academy is based on the student's permanent address which is the permanent address of normal residence during term time. Where parental responsibility is shared, the address of the parent/guardian who receives the Child Benefit Allowance or Child Tax Credits for the child will be taken as the permanent address. If you do not receive Child Benefit or Child Tax Credits we will need to see a letter from a GP or child's Bank Account that formerly links the child with the address. You will also need to provide a utility bill. All documents should be less than 3 months old.

How do you get the distance?

All distance measurements will be made by a straight line from a fixed point within the Academy's site to the front entrance of the applicant's place of residence. In the case of flats and other houses in multiple occupancy, lower floors will be deemed to be closer than higher ones. In the case of multiple flats on one floor, lower numbers will be deemed closer than higher ones. All distance measurements are given by Slough Borough Council.

Will my child go on a waiting list if they are not allocated?

The Academy keeps a waiting list and you will be informed if a place becomes available. The Academy will write to you during the course of the academic year asking if you wish to remain on the waiting list and to complete a new waiting list form.

Will I be informed of their position on the waiting list?

The Academy writes to every parent/carer whose child has taken the entrance test to confirm their banding and position on the Academy waiting list.

Does my child automatically get a place if they attend The Langley Heritage Primary (Formally linked through The Arbib Education Trust)?

After children with an Education Health and Care Plan, looked after children, students of staff employed by the Arbib Education Trust (see the **Admissions Policy for Entry into TLA Year 7 September 2021** for full details), students from The Langley Heritage Primary (TLHP) will be automatically offered a place in their banding up to the maximum band number of 20 places. If more than 20 children from TLHP fall into one band they will be evenly spread into the next nearest bands with a space. (I.e. the bands on either side, or below or above, if the first child is placed into the band above, the next will be placed into the band below.) **Note if a child from TLAP does not sit the entrance test we will be unable to offer a place. In addition, if they sit the test late, this may also mean a place is not guaranteed.**

Does my child automatically get a place if they have a sibling attending the academy?

NO. After children with an Education Health and Care Plan, looked after children, students of staff employed by the Arbib Education Trust (see the **Admissions Policy for Entry into TLA Year 7 September 2021** for full details) and students from The Langley Heritage Primary, siblings will be offered based on distance criteria up to the maximum band number of 20 places. Once a band is filled in line with the admissions criteria students over and above 20 will be placed on the waiting list within that banding measured on distance criteria.

What is the policy for twins and same year siblings?

Where applications are received from twins, triplets or same-year siblings the following procedure will be followed. If one child is selected for a place within their band the twin/triplet/same year sibling will be ranked in their band immediately below Looked After children.

Can I appeal if I am not offered a place at The Langley Academy?

Every parent/carer has the right of appeal and details of the appeals process can be obtained from The Langley Academy Admissions office.



Please complete and return to the Admissions Officer at The Langley Academy by 31 of October 2020.

Langley Road, Langley, Slough, Berkshire SL3 7EF

Admissions Direct Dial Tel: 01753 214485

Email admissions@langleyacademy.org

For Academy Use Only	Date Application Received
Date of Entrance Test	Session Venue The Langley Academy
Band	Distance

**REGISTRATION FORM FOR THE NFER TEST
(ADMISSIONS YEAR 7 SEPTEMBER 2021)**

Please attach a recent passport sized photograph for student identification

Please note students will not be able to sit the test if a photograph is not attached

Please print clearly in black ink and capital letters
STUDENT NAME

(as stated on birth certificate)

Forename.....

Middle Name.....

Surname.....

D.O.B.....

Male

Female

Home Address (Students permanent address of normal residence during term time) **IT IS THE PARENTS RESPONSIBILITY TO INFORM The Langley Academy OF ANY CHANGE OF ADDRESS PRIOR TO ALLOCATION DAY IN MARCH 2021**

POST CODE.....

DETAILS OF PARENT/CARER LIVING AT THE HOME ADDRESS

Title	Forename	Surname
Home Tel:	Work Tel:	Mobile:
Relationship to Student	Email:	
Title	Forename	Surname
Relationship to Student	Email:	
Home Tel:	Work Tel:	Mobile:

Name and address of present/last school

Does a sibling attend The Langley Academy at present:

(if more than one sibling attends please give name and year group of youngest)

NAME

YEAR GROUP

HOUSE

I am a member of Academy Staff

NAME

LENGTH OF SERVICE

I understand that if I do not name The Langley Academy on the Common Application Form, then this application will become invalid. I also understand that should false information be given in the above details; any subsequent offer will be withdrawn and my son/daughter will no longer be considered for a place.

Signature(s) of Parent(s)/Carer(s)

DATE

APPLICATION DETAILS

Year 7 2021

If your child is 11 between 1 September 2020 and 31 August 2021 you should apply for a place at secondary school now using the **Common Application Form** provided by your **Local Authority**.

- If you wish to apply for a place at The Langley Academy, **you must place it as one of your preferences on the Common Application Form**. The Local Authority for Slough residents is **Slough Borough Council** you will need to complete their **On –Line Common Application Form by 31 October 2020**.
- **Out of area applicants** should also complete a **Common Application Form for their Local Authority** and return it to them by the **stated deadline**.
- **You must also complete this form The Langley Academy Registration Form for the non-verbal test and return it to The Admissions Officer, The Langley Academy, Langley Road, Langley, Slough, Berkshire SL3 7EF by 31 October 2020**. As the registration deadline falls on a Saturday in 2020 The Langley Academy will accept forms up to 10am on Monday 2 November 2020. Forms received after this deadline will be treated as late applicants and students may not be offered a place in the first round of allocation.

You should also read **The Langley Academy Admissions Policy**, and the **Parents Guide to Admissions Booklet** published by your Local Authority. This will give you full details of the admissions criteria and procedures for securing a place at the Academy. Copies are available from the Admissions Department at Slough Borough Council.

For information regarding the academies Safeguarding Procedures please see the academy website www.langleyacademy.org

Virtual Open Evening

We would like to invite you to our online virtual Open Evening which will replace the evening when we usually welcome parents/carers and their children on-site.

**Virtual Open Evening videos will be available on our website from
Wednesday 16 September 2020**

Unfortunately, at this time we are not planning to run our usual open mornings but please check our website for updates.

Entrance Test

(Non-Verbal Reasoning)
will be held on

Saturday 14 November 2020

Student Registration Details will be sent to you prior to test date, If you submit a form but do not receive any communication prior to 09 November 2020 please email admissions@langleyacademy.org

NB. This is not an application form for a place at The Langley Academy, you must complete the Common Application Form for your Local Authority by 31 October 2020 and make the Academy one of your preferences on the form. The Langley Academy DCSF number is 871 6905

I have named The Langley Academy on my son's/daughter's Common Application Form

The Applicants name at the front of this form is **exactly the same** as stated on the Common Application Form

I understand that my child must sit the entrance test in order for the application to be considered