

# PRIORY SCHOOL (FOUNDATION)



## Admissions Policy Academic Year 2020-2021

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### General Information

Priory School (age range 4 to 11) is an all-inclusive school and welcomes all applications. Children will be admitted to the school without reference of academic ability or aptitude.

Our Local Authority, Slough Borough Council (SBC), co-ordinates all admissions to Priory School. Parents/carers will need to apply for places at Priory School (Foundation) 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](http://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.

### Inclusion

Priory School aims to provide a welcoming and caring environment which values diversity, promotes equal opportunities and has an ethos of inclusion. All children are encouraged to develop confidence and recognise value in their contributions to their learning. Priory School is committed to offering an inclusive curriculum to ensure the best possible progress for all our children, whatever their needs and abilities.

After consultation and if Priory can meet their needs, children with an Education, Health & Care Plan that name Priory School (Foundation) as their preferred school, will be given admission.

### Admissions Policy

The school has a Planned Admission Number (PAN) for 2020/2021 of 120 for Reception. Each class will admit up to 30 children. The school will provide for the admission of all children in the September following their fourth birthday.

### Admission of children below compulsory school age and deferred entry to school

- a) The child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.
- b) Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Where a child is below compulsory school age in the September following their fourth birthday, parent/carers may request that the date their child is admitted to school is deferred until later in the academic year or until the term in which the child reaches compulsory school age. Parent/carers may further request that their child takes up the place part-time until their child reaches compulsory school age.

### Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a Summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. This will need to be requested in writing to the Headteacher.



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The admission authority will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned. They will take account of parents views; information about the child's academic, social and emotional development where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. When informing a parent of their decision on the year group the child should be admitted to, the admission authority will set out clearly the reasons for their decision.

If the admission authority agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The admission authority will not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

### **Children of UK Service Personnel (UK Armed Forces)**

For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, the admission authority will allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address.

### **Admissions Criteria**

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

- a) A 'looked after child' or a child who has previously been looked after but immediately after being looked after has become subject to an adoption, residence, or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.
- b) Children who have strong medical or social grounds for admission. These reasons must be fully supported in writing from a professional person, such as a doctor or social worker and returned with the application form. (Examples of strong medical or social grounds could be serious domestic or family problems or the child having a chronic medical condition).
- c) Children who have siblings attending the school 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) Those living within the catchment area of the school at the closing date for applications and also at the time of the child's admission to school. Verification of the applicant's residency will be required at the time of application.
- e) Children who are eligible for Early Years Pupil Premium.
- f) Proximity of the applicant's home to the school, with those living nearest by the shortest safe walking route being accorded priority. Distance will be measured from the home address\*\* to the Priory School's main



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Office Reception entrance doors, using Google Maps. For parents/carers living in a block of flats, the distance will be measured from the main entrance of the block of flats.

Where the distance between two children's homes and the school is the same, for example, the home is situated in an apartment block, then allocation will be decided by the Surname, in alphabetical order (A to Z). Should 2 or more families share the same Surname then priority will be determined by a further tie-breaker. The date of birth of the child requesting entry will be considered. In this instance, the eldest child will be offered the priority. Should the 2 children share the same birth date (for instance a set of twins), then The children's First name will be considered in alphabetical order (A-Z).

\*Verification of the applicant's permanent residence at the time of allocation will be required before a school place can be offered. This documentation e.g. Council Tax, Utilities bill, Child Benefit, house purchase contract, Electoral Roll etc. is decided annually by the Admissions Panel. If the address is a rented property the original properly witnessed lease, signed by a solicitor, and must be provided – we will not accept photocopies or downloaded agreements. The tenancy agreement must extend at least 6 months beyond the admissions date. The governors define a permanent residence to be where the family live, eat and sleep 7 days per week. DfES Code of Practice states an offer of a school place may be withdrawn if fraudulent or intentionally misleading application from a parent/carer is made (e.g. a false claim of residency in a catchment area). The burden of proof lies with the parent/carer.

*\*\* 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 house, 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.

### In Year Admissions

When a parent/carer wishes to apply for a place at Priory School (Foundation) at times other than the normal admission period and/or in year groups which are not normal admission years (i.e. for children moving in to 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 to Slough Borough Council, if the applicant resides in Slough, or alternatively their Home Borough Council. Applications will then be considered in accordance with the criteria above, as long as the year group into which admission is sought does not exceed the size dictated by the Published Admission Number (PAN) of the school.

### Waiting List

A waiting list of children who have not been offered a place at Priory School (Foundation) will be established and kept by Slough Borough Council. Parents/carers will be required to confirm to their Borough Council that they wish to remain on this list. The list will be retained for the remainder of the school year. As and when places arise during the school year, children on the list will be considered and vacant places will be allocated in accordance with the criteria above. Allocation will not be based on the length of time a child's name has been on the list.

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The school has 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 the 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 coordinated admissions scheme and been refused. Arrangements for appeals against non-admissions which will be independent of the school and shall be heard in accordance with the Schools Admissions Code of Practice. Under this Code of Practice, the school exercises its right not to consider further appeals for the same child within the same academic year.

Responsible for policy: Mrs J Laver, Headteacher  
Review: July 2021