Priory School

Admissions Arrangements 2028-2029

Admission authority	The governing board of Priory School (foundation school)
Entry covered	Reception in September 2028 and in-year applications during 2028-29
Published admission number	90 for Reception
Status	To be approved by governors by 28th February 2027 and published by 15th March 2027

1. Reception admission in September 2028

The published admission number (PAN) for Reception is 90. Children normally enter Reception in the September following their fourth birthday. Applications in the normal admission round must be made on the common application form to the local authority where the child lives, including where the preferred school is in another local authority area. Slough residents apply through Slough Borough Council. The national deadline for on-time primary applications is 15 January 2028; offers to on-time Slough applicants will be issued on or after 17 April 2028. The home local authority communicates the offer. Attending Priory Nursery does not guarantee a Reception place, and families must make a separate Reception application.

All on-time preferences are considered under the coordinated admissions scheme. If there are fewer applications than places, all applicants will be offered a place. If there are more applications than places, applicants will be ranked using section 2. Children whose EHCP names Priory are admitted first and count towards the PAN where applicable. Late applications are handled under the home local authority's coordinated scheme.

2. Oversubscription criteria

If applications exceed the places available, priority is given in the following order:

1 Looked after and previously looked after children

A looked after child, or a child who was previously looked after and ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order. This includes children who appear to the admission authority to have been in state care outside England and who ceased to be in state care as a result of being adopted.

2 Siblings

Children with a brother or sister attending Priory at the time of admission and living at the same address. For this purpose, sibling includes a full, half, step, adopted or foster brother or sister where the children live as part of the same family unit.

3 Children of staff

Children of staff employed at Priory for two or more years at the time of application, or of staff recruited to fill a post for which there is a demonstrable skill shortage. The parent or carer must identify the qualifying employment in the application so that it can be verified.

4 Distance

Remaining places are allocated by distance between the child's home address and the school, with the nearer child receiving higher priority.

Within each criterion, applicants are ranked by distance using the same method. Distance will be measured in a straight line using the co-ordinates from the National Property Gazetteer from the centre of the child's home address (including flats) to the school's main gate.

If two or more children have an identical measured distance for the last available place, a supervised random allocation will decide the order; the process and outcome will be recorded. Where one place remains and applicants are twins or other children from a multiple birth, the school will apply the permitted infant class size exception where relevant, so that the children can be admitted together.

3. Definitions and evidence

Home address means the child's usual place of residence with their parent or carer at the relevant date, rather than an address used solely to obtain a school place. Where a child lives at two addresses, the school will consider the child's ordinary living arrangements and may request proportionate evidence. Where parents share care equally, the address used will normally be the address recorded for the child's main residence for school purposes, with any disputed case considered individually on the available evidence. A future address may be considered where the coordinated scheme and evidence of a completed move permit it.

The school may seek evidence to verify a criterion, such as a sibling relationship, looked after status, a relevant order, a qualifying staff appointment or an address. Families will be given a fair opportunity to provide it. A place may be withdrawn only in the circumstances permitted by the School Admissions Code, including where an offer was made in error or was obtained through a fraudulent or intentionally misleading application. The child's best interests and the relevant facts will be considered before any withdrawal.

4. Starting school and requests for another age group

Parents may request admission outside a child's normal age group, including a request for a summer-born child to enter Reception in the September following their fifth birthday, rather than entering Year 1. Such requests are considered on their individual merits and in the child's best interests, taking account of the parents' views, available information about the child's development and circumstances, and the Headteacher's views. The admission authority will give clear reasons for its decision.

A request to be taught outside the normal age group is separate from an application for a place. Where a request for delayed Reception entry is agreed, the parent must apply in the following normal admissions round; agreement about age group is not a guarantee of a place.

5. In-year applications

Priory manages its own in-year applications for Reception to Year 6. Parents may apply at any time using the school's current in-year application form, available from the school office and admissions page. The completed form should be sent to admissions@prioryschool.com. The school will acknowledge the application and provide a written decision as soon as reasonably possible, normally within 10 school days and no later than 15 school days after receipt. Where a place is available, it will normally be offered unless a lawful exception applies. Where applications exceed available places, the oversubscription criteria in section 2 will be applied.

The school will notify the local authority of applications and outcomes as required by the School Admissions Code. Where a place is refused, the written decision will explain why and give information about the right to appeal. Families may also seek help from the local authority about other available school places. Admission under the local Fair Access Protocol may take priority over a waiting list, as provided by the Code.

6. Waiting lists

A waiting list will be maintained for the normal Reception round until at least 31 December 2028. The school will also maintain waiting lists for oversubscribed year groups in accordance with its published arrangements. A child's position is determined by the oversubscription criteria, not by the date of application. The list is reranked whenever a child is added or circumstances change.
Looked after children, previously looked after children and children allocated places under the Fair Access Protocol are dealt with as required by the Code. Being on a waiting list does not affect the right to appeal.

7. Appeals

A parent whose child is refused a place at Priory has the right to appeal to an independent school admission appeal panel. Priory, as admission authority, is responsible for arranging an independent panel and clerk, whether it administers this itself or commissions another service. The governing board does not hear the appeal. Information on how to appeal will accompany the refusal decision. Parents will be allowed at least 20 school days from notification of refusal to lodge an appeal. The school will publish a timetable for appeals arising from the September 2028 normal admissions round by 28 February 2028. In-year appeals will be heard within the timescale set by the School Admission Appeals Code.

There is no statutory school admission appeal against the refusal of a Nursery place. A disagreement about the school named in an EHCP, or the absence of a school name, follows the SEND Tribunal route rather than the ordinary school admission appeal process.

8. Children of UK service personnel and Crown servants

Applications from families of UK service personnel with a confirmed posting and from Crown servants returning from overseas will be processed in accordance with the School Admissions Code. The school will use an intended future address where supported by appropriate official evidence, and will not require a family to be resident in the area before considering the application. A unit or quartering address may be used for service personnel where requested and permitted by the Code.

9. Oversight and publication

The governing board determines the arrangements and is responsible for their lawful and consistent application. The Headteacher and admissions staff administer applications on its behalf. The determined 2028–29 arrangements, including the PAN and oversubscription criteria, should be published on the school website and sent to Slough Borough Council. Any subsequent change must follow the statutory route for a permitted correction or variation. Families may ask the school office for a paper copy.

10. Nursery admission

Priory Nursery admission is managed directly by the school and is separate from the statutory Reception admission arrangements. Nursery places are subject to availability and are allocated in accordance with the school's published Nursery criteria and funded entitlement arrangements. A Nursery place does not confer priority for Reception. Families should contact the school office for the current application form, session availability, funding information and charges for any additional provision.

11. Monitoring and review

The Admissions Arrangements will be reviewed by the School Governing Body on an annual basis in accordance with statutory requirements.