



# Priory School

## Admissions Policy

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Signed:

  
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Caroline Masih - Chair of Governors

Date: 13/12/23

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## Statement of Intent

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.

We work to the principle that any parent accessing our admissions arrangements will be able to understand easily how places for our school will be allocated and will not be alienated or discouraged from applying based on admissions criteria.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Equality Act 2010
- Human Rights Act 1998
- School Standards and Framework Act 1998
- DfE (2021) 'School Admissions Code'
- DfE (2012) 'School Admission Appeals Code'

This policy operates in conjunction with the following school policies:

- Equal Opportunities Policy: Pupils
- Data Protection Policy
- Special Educational Needs and Disabilities (SEND) Policy
- SEN Information Report
- Admissions Policy Appendix: Changes to Procedures for Admissions and Admission Appeals until 30 September 2022

## 2. Admission

The number of places available is determined by the capacity of the school; The PAN for new Reception pupils is 90.

The Admissions Code that came into force on 1<sup>st</sup> September 2021 applies to our community school. Paragraph 1.4 clarifies that a school's Published Admissions Number (PAN) applies to the school's reception year in our primary school. This means that admission authorities may not refuse admission to other age groups on the grounds that they have already reached their PAN. They may, however, refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources.

## 3. Nursery

Admission to Nursery is administered by the school. A form and application details are sent to parents prior to the academic year in which the child is due to join the Nursery.

If an application is successful parents are offered a Nursery place. Parents are then required to apply for a reception place as a separate procedure through Slough Local Authority's online admissions.

Admission to Reception in the Autumn Term is administered by the Slough Admissions Team. A Common Application Form is issued which has to be completed and returned to the LA by a specified date. Only after the LA's offers of places have been confirmed is the school able to allocate any remaining places to late applications.

A child can enter Nursery in the term after their third birthday.

In the term of admission parents may be visited at home. Relevant information is given, and a time arranged for the child to visit the Nursery. We then "stagger" the days the children start so they are admitted in small groups. This is to ensure that a member of the Nursery staff can work exclusively with these children to ensure they know all routines and feel quickly familiar with the Nursery setting.

## 4. Reception

Reception children join our school in the September after their 4<sup>th</sup> birthday.

Children born between 1 September 2018 and 31<sup>st</sup> August 2019 will be expected to start in the reception class (Year R) in an Infant of Primary School in September 2023

If over subscription occurs, then the admission criteria are applied.

### Applications for Reception

Parents will be provided with a common application form (CAF) by the LA where they will note their three preferred schools, along with a brief explanation, in rank order – the schools do not have to be located in the LA area where the parents live. Parents will provide LAs with the following information within the CAF:

- Their name and their child's name and date of birth
- Their and their child's address and proof of residence

The CAF will be submitted to the parents' LA. Parents are not guaranteed to have their preferences met.

The school will request supplementary information for the purpose of processing applications, where necessary; however, it will not request any of the following:

- Any personal details, including information on criminal convictions or financial status
- The first language of the parent or child
- Details about the parents' or child's disability, medical or SEND requirements
- Any parental agreement to follow the ethos of the school in a practical way
- For the child to complete any part of the form or for two parents to provide signatures

Once a place has been offered, the school may ask for the child's short birth certificate as proof of birth date.

The school will never give priority to applications solely on the basis that they have completed a supplementary form.

For previously LAC (PLAC) and LAC, the school will request a copy of the adoption order, child arrangements order or special guardianship order, and a letter from the LA confirming that the child was looked after immediately prior to the order being made.

The school may request evidence that demonstrates a child was in state care outside of England prior to being adopted.

### Offers

All offers will be made on National Offer Day, i.e. 16 April or the next working day where this date falls on a weekend or bank holiday.

Where the school is oversubscribed, the school will rank applications in accordance with the determined arrangements, and will ensure that only one offer will be made per child by the LA.

## Withdrawing an offer

An offer will only be withdrawn if it has been made in error, a parent has not responded within 20 working days, or if the offer was made via a fraudulent or misleading application. Where an offer has not been responded to within the designated time frame, the school will give the parent a further opportunity to respond and will explain that the offer will be withdrawn if they do not. If any application is found to be fraudulent after a child has started at the school in the first term of the new academic year, the school may withdraw the place. If the fraudulent application is found after this time, the pupil will not be removed.

## 5. Oversubscription criteria

The Governors will aim to ensure that oversubscription criteria are reasonable, clear, objective, procedurally fair, and compliant with all relevant legislation, including equalities legislation. This means that the oversubscription criteria will not unfairly disadvantage, whether directly or indirectly, any child based on a protected characteristic or economic disadvantage.

In the event that there are more applicants than available places, the school will apply the following oversubscription criteria, in order of priority given:

- LAC and previously LAC, including those who have been in state care outside of England and ceased to be in state care as a result of being adopted
- Children with siblings currently at the school, or whose siblings have left the school within the last six years.
- Children of staff at the school.
- Children eligible for pupil premium where they are in a nursery class attached to the school either by location or management.

All pupils who have named the school in their EHC plan will be admitted.

Where two applications cannot otherwise be separated, the school will follow a fair, clear and effective 'tie-breaker' procedure by allocating the place to the pupil who lives closest to school.

## 6. Equality, diversity and inclusion

Our school is committed to equality both as an employer and an education provider. We welcome our duties under the Equality Act 2010. The school's general duties with regard to equality are:

- Eliminating discrimination.
- Fostering good relationships.
- Advancing equality of opportunity

We will not discriminate against, harass or victimise any pupil, prospective pupil, or other member of the school community because of their:

- Sex.
- Age.
- Race.
- Disability.
- Religion or belief.
- Sexual orientation.
- Gender reassignment.
- Pregnancy or maternity.
- Marriage and civil partnership.

We aim to promote pupils' spiritual, moral, social and cultural development, with special emphasis on promoting equality and diversity, and eradicating prejudicial incidents for pupils and staff. Our school is

committed to not only eliminating discrimination, but also increasing understanding and appreciation for diversity.

The school will not establish admissions criteria that excludes individuals or discriminate against disabled applicants, unless the school can justify how this is a proportionate means of achieving a legitimate aim.

## 7. Admissions Procedures

The school will offer open events and school visits to all potential applicants, irrespective of any protected characteristics. Where necessary, the school will make reasonable adjustments for disabled applicants or disabled parents.

The school may assess its ability to cater to the applicant's needs by:

- Inviting the applicant to attend the school for half a day.
- Visiting the applicant's home.
- Visiting the applicant's current education provision.

## 8. Consultation, determination and publication

### Consultation

The school will consult on any proposed changes to the admissions arrangements. Consultation will last for a minimum of six weeks and will take place between 1 October and 31 January in the determination year. The school will consult on admissions arrangements at least once every seven years, even if no changes have been made in that time.

The school will consult with the following:

- Parents of children between the ages of two and 18
- Stakeholders
- Other admission authorities within the relevant
- The LA
- Any LAs in which pupils have historically come from

### Determination and publication of admissions arrangements

The school will publish a copy of the full proposed admission arrangements and the contact details of the individual responsible for admissions liaison on the school website. A copy of the proposed admission arrangements will be made available upon request.

Admission arrangements will be determined by 28 February in the determination year on an annual basis, even when no changes to the arrangements have been made.

The school will notify all appropriate bodies of the finalised admissions arrangements when they have been determined. A copy of the finalised admission arrangements will be sent to the LA for entry by 15 March in the determination year. Finalised admission arrangements will also be published on the school website by 15 March in the determination year and will continue to display them for the whole offer year.

## 9. In-year admissions

The school will follow the same process for in-year admissions as for admissions at the start of the academic year.

The school will publish in-year arrangements on the school website by 31 August each year, detailing how applications will be dealt with between 1 September until the following 31 August. These arrangements will set out how parents can apply for a school place, including whether the trust board will handle applications or whether the LA will accept these applications on its behalf.

Where the school has places available in-year, it will offer a place to every child who has applied for one without condition or use of oversubscription criteria, unless to do so would be to prejudice the efficient provision of education or use of resources.

The published in-year admissions arrangements will also provide a suitable application form for parents to complete, including a supplementary information form, where necessary, and set out when parents will be notified of the outcome of their application and details about the right to appeal.

The school will consider all such applications and if the year group applied for has space available, then a place will be offered. If a place is not available, then the child's parent can ask for their child's name to be added to the appropriate waiting list. As with admissions at the start of the academic year, parents whose applications are turned down are entitled to appeal through the process outlined below.

The school will notify all parents within 15 school days of receipt of an in-year application of the outcome of this application. The school will notify the LA of every application and its outcome within two school days or as soon as is reasonably practicable beyond this.

Where an offer is accepted, the school will make arrangements for the pupil to start as soon as possible.

#### LA in-year coordination scheme

The school will inform the LA by 1 August of whether it will participate in the LA's in-year co-ordination scheme and will send any relevant information for the LA to publish on its website.

Where the school is participating in the LA coordination scheme, the school will provide the LA with details of the number of places available no later than two school days following the request of such information from the LA. The school will also provide information to parents about how they can find details on the relevant scheme.

## Waiting list

For admissions at the start of the academic year, the school will operate a waiting list which is maintained until 31 December on year of entry. The list will set out the priority for places in the same order set out in the oversubscription criteria. When additional children are placed on the waiting list, the list will be re-ordered in line with the oversubscription criteria - no pupil will be prioritised based on when their name was added to the list.

The school will make clear in the admissions arrangements the process for requesting admission outside of the normal age group for the admissions round.

Parents may request that their child is placed on the waiting list if they are not successful in receiving a place. Where a place becomes available, it will be offered to the parents of the child at the top of the list.

For in-year admissions, if there is a waiting list for that year, the child will be placed on a waiting list until a space becomes available, or the child finds a new school setting. The list will set out the priority for places in the same order as admissions at the start of the year - when a place becomes available, it will be offered to the parents of the child at the top of the list.

If a child on the waiting list is offered a position at the school, the parents will be notified by letter and will have the option of accepting or rejecting the place within 14 days.



## 10. Admissions appeals

Until 30 September 2023, the school will have due regard to the extension of the temporary regulations changing certain aspects of the admission appeals procedure, in line with the Admissions Policy Appendix: Changes to Procedures for Admissions and Admission Appeals until 30 September 2023.

When informing a parent of their unsuccessful admissions application, a letter will be sent which includes the reason why admission was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Parents will be informed in the letter that, if they wish to appeal, they must make the appeal in writing. Grounds for appeal are not limited.

negotiating appeals regarding infant class sizes.

## 11. Monitoring and review

This policy will be reviewed by the trust board on an annual basis. Any changes to this policy will be communicated to all staff and other interested parties.

The next scheduled review date for this policy is November 2024.

