

# Admissions Policy 2019 for Admission in 2020

## Marish Academy Trust



**Approved by:** Strategic Board

**Date:** November 2019

**Last reviewed on:** 11th November 2019 and admission arrangements determined by governing body on same date.

**Next review due by:** 1<sup>st</sup> January 2021

## Admissions Policy

Marish Academy Trust policy and regulations for admissions are determined by the trustees of Marish Academy Trust each year. We consult with the local authority and other stakeholders as necessary when we make changes. As required by the Education Reform Act 1988 the numbers are reviewed annually. For admissions to Reception in September 2020, the Pupil Admission Number has been set at 100, for Marish Primary School and 60 for Willow Primary School

1. All parents enrolling children into education and all prospective parents moving into the Local Authority area should visit the Slough Borough Council website at [www.slough.gov.uk](http://www.slough.gov.uk) and follow the link for Primary Education or Secondary Education admission. All parents are expected to submit a common application form (CAF) to Slough Borough Council to ensure their child is placed on our waiting list. Applications must now be made through the online application process.
2. On application to a Marish Academy Trust school all parents are provided with an application form. Forms are also available on each school's website to download. You will be asked to show your child's full birth certificate and passport to confirm their date of birth, together with proof of address.
3. Prospective parents seeking a school place for their child may visit the school by appointment. We also hold an open day for EYFS in December each year.
4. Marish Academy Trust schools have an equal preference system for admissions, which means that all applications are considered against the admission criteria. If there are more applications for places than there are spaces available in both school and nursery the applications are prioritised using the following criteria:
  - (a) Children with an Education Health and Care Plan that names either of the Trust schools
  - (b) Children who are in the care of the LA or provided with accommodation in that authority with Section 20 or 37 of the Children's Act 1989 (Looked After Children) will be considered next
  - (c) Children who have strong medical or social grounds for admission. These reasons must be fully supported in writing from a professional such as a doctor or social worker
  - (d) Children who have older siblings at the school when the applicant would enter (including step, foster and adopted siblings living within the same family unit)
  - (e) Children of staff where the member of staff has been employed at the school for one or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
  - (f) Children who live in the catchment area of the school (details are available from the LA)
  - (g) All other applicants

In the event of two applications being equally weighted in terms of criteria a to e, criterion f relating to the proximity of the child's home would be used to determine priority, as measured by the straight line distance between the home and the school main entrance. This criterion makes provision for cases where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, by deeming the address closest to the school as measured in a straight line as the child's main place of residence.

## Appeals

In the event of the requested Trust school being oversubscribed, parents can appeal to an Independent Appeals Panel organised by Slough Borough Council. For information regarding the process please see the council website or use the below url:

<http://www.slough.gov.uk/schools-andlearning/school-admissions-appeals.aspx>

Alternatively, please contact Democratic Services on 01753 875015.

## Reception Admissions

Children are eligible for a Reception place from the September after their fourth birthday. If you are a resident in the borough of Slough the information for how to apply for a place is on the Slough Borough Council website, [www.slough.gov.uk](http://www.slough.gov.uk). **Applications are not processed via the school.**

If you are not a resident in the borough of Slough, you will need to apply through your Home Authority. You will still be able to apply for Slough Borough Council schools through your Home Authority.

The online common application form, for September intake, is open from 1 September and closes on 15 January. Any applications received after the deadline will be considered late and will only be processed after all those received before the cut-off date. Offers of places are usually confirmed to parents by on or around 16 April.

In-year applications can also now be made through the online application process.

## **Nursery Admissions**

All children, from the beginning of the term after their third birthday and those eligible 2 year olds, from the beginning of the term after their second birthday are entitled to up to 570 hours funded early learning per year. For some children who experience disadvantage this is going to increase 1140 hours in the near future. Generally, these hours are taken as 15 hours per week, term time only (38 weeks per year), which is 3 hours per day Monday to Friday. There is no cost to the parent for funded early learning within the 570 hours described above. Any additional hours will have to be paid for.

To apply for a place in the nursery at a Marish Academy Trust setting, please complete an application form which is downloadable from the Marish and Willow schools' websites and return it to the school of your choice. Alternatively, please come in to school to complete the forms. You will be asked to show your child's birth certificate and passport to confirm their date of birth together with proof of address.

Places in our nursery can only be offered to children resident in other Local Authorities once children resident in Slough have been offered a place, unless their parent or guardian works within Marish Academy Trust. Applications can be made after the child's second birthday for possible admission in the term following the child's third birthday. We admit children to our nursery each term providing there are spaces available. Unsuccessful applicants will be considered with the next batch of applicants.

The criteria for admissions to our nursery where there are more applicants than spaces is outlined above.

## **Waiting Lists**

Waiting lists for in-year transfers, Reception to year 6 are held by Slough Borough Council. Admissions are allocated based on this waiting list and our admissions criteria.

The school maintains the waiting list for nursery. Places are allocated as per our criteria outlined above.

## **Multiple births**

In cases where there is one place available, and the next child on the list is a multiple birth child (twin, triplet etc), we will admit all children of the multiple birth even if this means exceeding the agreed admission number for that year group.

## **SEND Admissions**

Children with a Statement or EHCP can only be admitted once an application has been made to Slough Borough Council SEND department. This is to ensure that the child's needs can be met in our setting.