



MARISH

Academy Trust



ADMISSIONS POLICY

Marish Primary School and Willow Primary School

The Admissions policy and the admission arrangements for 2018 were discussed and agreed by the Strategic Board of the Governing Body in January 2018

Executive Headteacher: Mrs H G Denham
November 2017

Admissions Policy

Marish Academy Trust policy and regulations for admissions are determined by the Local Education Authority in consultation with all of its schools. As required by the Education Reform Act 1988 the numbers are reviewed annually. The standard number for Marish Primary School has been set at 90. The standard number for Willow Primary School has been set at 60.

1. All parents enrolling children into education and all prospective parents moving into the Local Authority area can request a booklet from the LA detailing policy and process. All parents are expected to submit common application form (CAF) to Slough Borough Council to ensure their child is placed on our waiting list. Applications can now also 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 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 equally against the admission criteria. The admission procedure for Marish Primary School and Willow Primary School is as follows:

If there are more applications for places than there are spaces available in both school and nursery the applications are put in order using the following criteria:

- (a) Children with a statement of Special Educational Needs (SEN) 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 older siblings at the school when the applicant would enter (including step, foster and adopted siblings living within the same family unit)
- (d) Children who live in the catchment area of the school (details are available from the LA)
- (e) 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
- (f) All other applicants

In the event of being oversubscribed, should the need arise, proximity of the child's home, as measured by the straight line distance between the home and the school, will be used to determine priority.

Appeals

In the event of the requested Trust school being oversubscribed, parents can appeal to an Independent Appeals Panel. Parents have 20 school days to lodge an appeal in writing from the date they were informed that there are no spaces for their child. Forms will be sent to the parent and school then has to hear the appeal within 40 school days of the closing date of receiving the forms.

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. 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. 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.