

## Admissions Policy

### Aim of the Academy

To provide an outstanding education for every child in the trust through high aspirations and the principles of quality learning using curiosity, exploration and discovery.

### Introduction

- 1 Through The Langley Heritage Primary (TLHP), The Arbib Education Trust (the Trust) offers unique opportunities for children of all abilities with a philosophy based on providing an experience that allows them to become confident, independent and creative. In partnership with The Langley Academy Primary and The Langley Academy, the Trust's vision is to provide an outstanding all-through education offering an inspirational curriculum that supports the principles of both depth and breadth.
- 2 TLHP will act in accordance with the School Admissions Code, the School Admission Appeals Code, equalities law and the law on admissions.

### Admission Number

- 3 The Published Admission Number (PAN) for pupils into Reception is 60. TLHP will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants for the relevant year group are received, TLHP will offer places to all those who have applied.

### Process of Application

- 4 Arrangements for applications for places at TLHP in Reception will be made in accordance with Slough Borough Council's (SBC) coordinated admission arrangements. Parents must make their application to the local authority where they live on that authority's Common Application Form (CAF).
- 5 TLHP will use SBC's timetable for applications each year (exact dates may vary from year to year). This will fit in with the timetable for the co-ordination of admission arrangements within SBC.
- 6 All children whose Education Health Care Plan (EHCP) names TLHP will be admitted.

### Procedures where TLHP is oversubscribed

- 7 Where the number of applications for admission to Reception is greater than 60, after the admission of pupils with an EHCP where the school is named in the Statement, priority will be given to those children in the following order:
  - (i) Looked after children and previously looked after children<sup>1</sup>

- (ii) Children of TLHP staff who have been employed for two or more years at the time at which the application for admission to the school is made or who have been recruited to fill a vacant position for which there is a demonstrable skills shortage.
- (iii) Children who have siblings at TLHP (The Langley Academy Primary or The Langley Academy) at the time when they are admitted to the school<sup>2</sup>
- (iv) Children living in closest proximity to TLHP, as measured according to paragraph 8.

#### **Tie-break**

- 8 The final criteria (distance) will always be utilised in the event of a tie-break. All distance measurements will be made by a straight line from the front door of TLHP to the front entrance of the applicant's permanent address<sup>3</sup> using SBC's measuring system. In the case of flats and other houses in multiple occupancy, lower floors will be deemed to be closer than higher ones. In the case of multiple flats on one floor, lower numbers will be deemed closer than higher ones.
- 9 Random allocation undertaken by an independent body other than TLHP will be used as a final tie-break in categories ii-iv above to decide who has highest priority for admission if the distance between a child's home and TLHP equidistant in any two or more cases.

#### **Late applications**

- 10 Applications received after 15<sup>th</sup> January (the primary admissions application deadline) will be considered late applications. Late applications will not be considered until after offers have been made to those who applied by the closing date.

#### **Deferrals**

- 11 Parents of children offered a place in Reception can ask for their child's attendance at the school to be deferred until the term immediately after they reach compulsory school age – this is the term starting closest to 1st January or 1st April after their fifth birthday. Where entry is deferred, the place will be held open and not offered to another child. Parents cannot defer entry beyond the beginning of the term immediately after the child's fifth birthday, nor beyond the academic year for which the original application was accepted.
- 12 Parents can also request that their children attend part-time until they reach compulsory school age. Each request will be considered by TLHP on its merits.

#### **Nursery children**

- 13 Parents of children attending any nursery unit attached to the school will need to apply for a place in Reception.

## **Waiting Lists**

- 14 TLHP will operate a waiting list (and this is managed by Slough Borough Council). Where in any year TLHP receives more applications than there are places available, a waiting list will operate until the end of the academic year. SBC will maintain the waiting list and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.
- 15 A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. On request, parents will be informed of the total number of children remaining on the list.
- 16 Children awarded a place on appeal take precedence over those on the waiting list. Likewise, looked after children, previously looked after children, and children placed within TLHP as a result of the operation of the Fair Access Protocol will take priority over those on the waiting list.

## **Appeals**

- 17 There will be a right of appeal to an Independent Appeal Panel for unsuccessful applicants. Details of how to appeal will be available from TLHP and will also be published on [www.langleycademyprimary.org](http://www.langleycademyprimary.org).
- 18 Appeals must be registered within 20 school days of the primary offer date.
- 19 The arrangements for appeals will comply with the School Admission Appeals Code published by the Department for Education.

## **In-year and casual admissions**

- 20 Applications for in-year admission to Reception or admission to any other operational year group should be made directly to Slough Borough Council and the above over-subscription criteria will apply.
- 21 TLHP has a total capacity of 682.

**Review Date: January 2020**

**Ratified Date: 28<sup>th</sup> January 2020**

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**Date of next Review: January 2022**

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<sup>1</sup> 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 (see definition in Section 22(1) of the Children Act 1989). A previously looked after child is a child who was looked after but ceased to be so because they were adopted (or became subject to a residence order or special guardianship order). (See section 1.7 of The Admissions Code 2012.)

<sup>2</sup> Children are considered as siblings if they have brothers or sisters including step, adopted or foster brothers or sisters living permanently in the same family unit at the same address and attending the Academy (Primary or Secondary) at the time the child is due to start the Primary Academy. Please note this does not apply if the older sibling joined the Academy at sixth form level or if the older child is in Year 11 at the time of application.

<sup>3</sup> A child's permanent address is the place of normal residence during term time. Where parental responsibility is shared, the address of the parent/carer who receives the Child Benefit Allowance for the child will be taken as the permanent address, or, in cases where no Child benefit Allowance is received, the address that is utilised is that which is registered with their Doctor. Proof of residence can be asked for at any time. during the admissions process. This will normally be in the form of a recent council tax bill or a utility bill less than 3 months old.