



Admissions Policy for September 2018 – August 2019

Lowbrook Academy is an Academy Trust and the Governing Body is the admissions authority. The Governing body of the school delegates responsibility for the administering of this policy to the admissions committee. This admissions policy has been designed to comply with the Schools Admissions Code 2014.

This policy sets out the admission arrangements for:

1) **Reception (Foundation Stage) entry in September**

and for

2) **Casual 'In-Year' admissions**

Admissions to the Reception Year

The (PAN) Published Admission Number for Reception is 30. If there are fewer applicants than places available all applicants will be admitted. If the school is oversubscribed each application will be considered against the Academy's over-subscription criteria published below.

Places will be allocated by the Governing Body on the basis of applications received through the Royal Borough of Windsor and Maidenhead, RBWM Co-ordinated Scheme for Primary Admission. This allows parents/guardians to apply for entry to any primary school by means of the RBWM Primary School Common Application Form (CAF) available in the Primary Guide for Parents published by RBWM and on-line via the RBWM website.

https://www3.rbwm.gov.uk/info/200115/education_and_learning/791/school_admissions

The school will offer places on a full time basis from the start of the Autumn Term. Parents of children younger than five have the right to defer entry or attend on a part time basis until no later than the start of the term after the child's fifth birthday and within the Reception academic year. Any parent who wishes to defer a place should discuss it first with the Principal. The school will hold a place for a child who defers within the academic year.

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the LA common application form or the in-year admission form, as appropriate

b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.

Lowbrook Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Head of School/Principal.

Casual 'In-Year' Admissions

1. This refers to all applications made during the academic year to age groups other than the normal year of entry (i.e. Reception).
2. Parents must apply directly to Lowbrook Academy.
3. Lowbrook Academy will make available a suitable form upon which an application may be made.
4. Children who are the subject of a direction by the local authority to admit, or who are allocated to a school in accordance with the Fair Access Protocol will take precedence over those on a waiting list (see below).
5. If the application is due to a house move, the applicant will need to produce documents to prove that they are habitually residing at the new address, such as exchange of contracts or a rental agreement. A rental agreement must have been made through a recognised rental agency. Private family rental agreements are not normally acceptable. Further documents may be requested. This procedure will also be applied in the case of an application from a temporary residence. If proof is not received, then the application will be considered from a pupil's previous address.
6. In year admissions will normally be deferred to the start of the next term (assuming a six-term year) in relation to offers made for:
 - Applicants who are not moving house,
 - Applicants where there is no reasonable need for an immediate transfer.

The reason for this is to minimise the disruption to both the child's education and that of other children.

7. Admissions mid-term will normally be considered for applicants moving house and for children where it would be impractical to wait until the start of the following term because of extenuating

circumstances. Arrangements made under the provisions of the Fair Access Protocol may also specify a starting date other than the start of the following term, which decision will be made for educational reasons.

8. Once an offer has been made it will be expected that the place will be taken up no later than the start of next term, unless an earlier date has been agreed, or unless the applicant is awaiting the outcome of an appeal for a higher ranked preference. If the place is not taken up within this time, then a place will be withdrawn.

Oversubscription Criteria

Where there are more applications than places available, the applications will be ranked in accordance with the oversubscription criteria set out below, with places being allocated to the highest ranked applicants. If the year group is full, the child may, at the parents' request, go onto the waiting list in criteria order.

Once children with Education, Health and Care (EHC) Plans or Statements of SEN naming Lowbrook Academy have been admitted then places are allocated in the order of the following oversubscription rules:

1. Looked after children and previously looked after children.

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 (as defined in Section 22(1) of the Children Act 1989) at the time of making an application to a school. 'Previously looked after children' are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Children whose parents are staff and are employees of the Academy Trust. The staff must all work for Lowbrook Academy and must be employed for at least 0.5 of a full time equivalent position and for a minimum of 12.5 hours weekly during term time. To satisfy this criterion the staff must have been employed by the Academy Trust for 2 years prior to the application and/or have been appointed to a vacant post where there is a skills shortage.
3. Children who will have a sibling¹ in attendance at the school at the time of entry and whose normal home address² is within the designated catchment area of the school - see definition at the end of this document. Former pupils or other relatives do not provide an entitlement under this criterion.

¹ By sibling we mean a brother and sister of half or whole blood, or any other child (including adopted children) who permanently reside at the same address and for whom the parent also has parental responsibility.

² The address should be where the parent and the child live. Where a child has two homes due to parental responsibility being shared, the address used will be the one where the child spends most of the Academy week (i.e. Sunday to Thursday nights inclusive) as confirmed by written evidence from both parents/guardians. If a false declaration of address is deemed to have been made, the offer of a place may be withdrawn, even after a child has started at the Academy.

4. Children whose normal home address is within the designated catchment area of the school. If there is oversubscription under this criterion those closest to the school will be offered a place. Distance is determined by RBWM and measured as a straight-line distance from the address point of the pupils' house, as set by Ordnance Survey, to the address point of the school.
5. Children who will have a sibling in attendance at the school at the time of entry and whose normal home address is outside the designated catchment area of the school. Former pupils or other relatives do not provide an entitlement under this criterion. If there is oversubscription under this criterion those closest to the school will be offered a place. Distance is determined by RBWM and measured as a straight-line distance from the address point of the pupils' house, as set by Ordnance Survey, to the address point of the school.
6. Children whose normal address is outside of the designated catchment area of the school. If there is oversubscription under this criterion those closest to the school will be offered a place. Distance is determined by RBWM and measured as a straight-line distance from the address point of the pupil's house, as set by Ordnance Survey, to the address point from the school.

Tie-break

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then random allocation will be used. This process will be supervised by somebody independent of the school.

Twins/Multiple Births

In the case of twins or other multiple births, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number.

Waiting List

Any child refused a place at the school will be put on the waiting list unless a higher preference school has been offered. A waiting list will automatically be maintained until the end of the academic year. If you would like your child to be placed on the waiting list beyond the first term please contact the school.

The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.

Fair Access Protocol

The Academy observes and operates within the RBWM Fair Access Protocol in consultation with RBWM.

Right of Appeal

In the event of an unsuccessful application, parents have the right to appeal to an independent appeal panel. Details of the appeal procedure are sent out with refusal letters and are also available from the Academy. The decision of the independent appeal panel is binding on all parties.

Governors

The Governors reserve the right to verify to their satisfaction any information provided. If the Governors consider that an application has been made with false or misleading information they may withdraw the offer of a place.

The Governing Body approved this policy on date: **14th March 2017**

Signed:

Chair of Governors

Signed:

Executive Principal

Designated areas for Maidenhead Primary Schools - September 2017

Maidenhead Primary Schools

- 1 All Saints Church of England Junior School (c)
- 2 Alwyn Infant School
- 3 Bisham School
- 4 Boyne Hill C of E Infant and Nursery School
- 5 Braywick Court School (a)
- 6 Burchetts Green CE Infant School
- 7 Cookham Dean CE Primary School
- 8 Cookham Nursery School (a)
- 9 Cookham Rise Primary School
- 10 Courthouse Junior School
- 11 Furze Platt Infant School
- 12 Furze Platt Junior School
- 13 Holy Trinity C of E Primary School
- 14 Holyport C of E (Aided) Primary School & Fdn Unit
- 15 Knowl Hill CE Primary School
- 16 Larchfield Primary and Nursery School
- 17 Lowbrook Academy
- 18 Maidenhead Nursery School (a)
- 19 Oldfield Primary School
- 20 Riverside Primary School & Nursery (b)
- 21 St Edmund Campion Catholic Primary School (e)
- 22 St Luke's Church of England Primary School (b)
- 23 St Mary's Catholic Primary School (a)
- 24 Waltham St Lawrence Primary School
- 25 Wessex Primary School
- 26 White Waltham C of E Academy
- 27 Woodlands Park Primary & Nursery School

Wokingham Primary School

- A Crazies Hill C of E Primary School (d)

Notes

- (a) Nursery schools, Braywick Court & St Mary's Catholic Primary do not have designated areas.
- (b) Riverside Primary & St Luke's C of E Primary share one designated area.
- (c) The designated area for All Saints Church of England Junior also covers the Burchetts Green CE infant area.
- (d) Crazies Hill C of E Primary is a Wokingham school, but its designated area covers a small part of the borough.
- (e) St Edmund Campion Catholic Primary uses the St Edmund Campion Catholic Parish boundary for its designated area.

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