



*"Excellent Learning, Teaching and Leadership for All"*

# Admissions Policy

## **1. Introduction**

This policy should be read together with information about your Local Authority's coordinated admission arrangements and a copy of the School Prospectus. Each school will hold an Open Event for prospective parents to attend and details of these can be found on the school websites and in prospectuses.

## **2. Making an Application for a school within Windsor Learning Partnership**

Applicants must complete the Local Authority application form for the area in which they reside and meet the closing date for that LA.

The closing date for receipt of applications by the Royal Borough of Windsor & Maidenhead for admission in September 2017 will be 31 October 2016.

At the beginning of the spring term, offers for places will be made. Any child not offered a place can be added to a waiting list for places which might occur later.

The Local Authority who will send out the allocation notification to parents on behalf of the Governing Body of the individual school.

Parents who are unsuccessful in their application will be given the opportunity to submit an appeal against refusal. Admission appeals will be heard by an Independent Panel. The exact dates for appeal hearings will be dependent on the availability of Panel Members but would usually be in the second half of the summer term.

## **3. Children with Statements of Special Educational Needs or Education and Health Care Plans**

The law requires Governors to admit pupils with Statements of Special Educational Needs or Education and Health Care Plans where the Local Authority has specifically named a school within Windsor Learning Partnership as the most appropriate placement. These applications will usually be agreed in advance of the main allocation process. Where they are a late application, the Governors can be required to admit even if the admission number has been reached.

## **4. Criteria for admission**

Each school within the MAT will publish its criteria for admissions during the admissions application process.

## **5. Waiting lists**

Unsuccessful applicants will be placed on a waiting list. The list will be held in order of the stated admissions criteria. Late applications will be added to this waiting list dependant on the criteria they fulfil. This means that positions on the list may change over time. Governors will maintain active waiting lists for all year groups.

## **6. Fair Access Protocol**

Each school is required to participate in the Fair Access Protocol introduced by the government in September 2007. This can, on rare occasions, require the school to be directed to admit a pupil where no alternative school can be found. This could mean such a child being admitted ahead of the waiting list or in very exceptional circumstances even if the year group is full. Likewise, the school may refer applications to Fair Access if deemed appropriate.

## **7. Application of the medical or social category**

Each school will consider an application in this category only where the child, or his or her parent or guardian, can demonstrate a wholly exceptional medical or social requirement for attendance at the preferred school and that attendance at no other school will suffice.

It is expected that places will be given under this category in no more than a small number of instances in a year, if at all.

To apply under this category, the parent or guardian must send a letter with the application form explaining the reasons for requiring a place in this category. It must explain why the preferred school is the only suitable school and why no other school is suitable, and must describe the difficulties likely to be caused by attendance at any other school. Such difficulties must be so exceptional as to be extremely rare in the population. The reasons may be associated with the child or with the family.

Supporting evidence must be included from a suitably qualified professional person associated with the child or the family, such as a consultant, a general practitioner, a psychiatrist or a senior social worker. Evidence from members of the family or friends or a child minder will not normally be acceptable. All evidence must be on headed writing paper. Any evidence must be provided at the expense of the parent. The parent must give permission to the school to make such enquiries as it thinks necessary to investigate the matter further.

Domestic arrangements, such as child care arrangements, or the need to leave or meet children at more than one school at the same time are unlikely to be acceptable without accompanying exceptional medical or social reasons.

Applications lacking external objective evidence will be rejected under this category. Any rejected application will then be considered under the next highest appropriate category to the child. Applicants are strongly advised to name other schools within the permitted number of preferences.

Applicants seeking to rely on these grounds must provide the necessary evidence by the closing date for applications. This will allow time for the authority to request or seek

additional evidence if necessary by the time that decision must be made. It may not be possible to consider applications under this criterion after the closing date, even where a family has moved house into the area after the closing date for applications.

There will be no right of appeal against refusal of a decision in this category, but all parents will have the usual right of appeal to an independent appeal panel after allocations of places have been published.

Decisions under this criterion will be made by persons independent of the School.

Signed: \_\_\_\_\_ Date: 06 October 2016

Chair of the Board of Trustees

<b><i>Policy Approved by Trustees</i></b>	06 October 2016
<b><i>Reviewed on</i></b>	
<b><i>New Review Date</i></b>	October 2017