Admissions Policy 2021 for Admission from 2022

Marish Academy Trust

Approved by:	Strategic Board	**Date:** November 2021
Last reviewed on:	October 2021 and admission arrangements determined by governing body on 8th November 2021 and reflects the changes in the Admissions Code 2021	
Next review due by:	1st January 2023	

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 2021, the Pupil Admission Number has been set at 90, 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. 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 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), or previously Looked after children and those who have been previously looked after outside of England and who are now adopted within England will be considered next.
(b)   Children with an Education Health and Care Plan that names either of the Trust schools
(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.

Change to admission arrangements for Children of UK Service Personnel and Crown Servants

In the light of the changes to the Admission Code 2021 Marish Academy Trust is mindful of its duty to help ensure that the children of UK service personnel and crown servants returning to England are able to secure school places in a timely fashion. We will use the flexibility granted by the updated Admissions Code so that any application can be processed promptly.

Should an application be made to the Trust by such a family we understand that we must:

1. allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.

2. use the address at which the child will live when applying our oversubscription criteria, as long as the parents provide some evidence of their intended address.

3. use a Unit or quartering address as the child's home address when considering the application against our oversubscription criteria, where a parent requests this.

Marish Academy Trust, as its own Admission authority, will so discharge our general duty to support the Government's commitment to removing disadvantage for service children and ensure that these arrangements are described in the local authority's composite prospectus.

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 September and closes in mid 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 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 to 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. However, 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 original, full 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.

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 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.

In- Year Admissions

In accordance with the revision to the Admissions Code 2021 and our own vision and values, we are committed to ensuring that the most vulnerable are able to access school places promptly. To this end, we supply the local authority with specified information to enable them to co-ordinate in-year applications and provide parents with up to date relevant information.

Marish Academy Trust intend to be part of the local authority co-ordinated scheme for admissions for the period to 31 August 2023 and have provided this information to the LA. In addition, we have set out on our website how our own in-year applications will be dealt with. These include how parents can apply for a school place at the trust schools and details about the right to appeal if a place is refused.

We also provide the local authority with details of the number of places available at our schools on a weekly basis. Upon receipt of an in-year application, the local authority should notify the parents of the outcome of their application within 10 school days; they must be notified in writing within 15 school days. Where an application is refused the LA must set out the reason for this and also provide details of the right to appeal.

Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible.

Fair Access Protocol

Marish Academy Trust has signed and agreed to abide by the Fair Access Protocol negotiated between all Slough Headteachers and the LA. Moreover, our track record shows we are prepared to take our share of these children and admit them promptly.