



Penn Wood Primary & Nursery School

2A Admissions Policy

Governing Body Policy Statement School Admission Arrangements

These admission arrangements comply with the Slough Borough Council Admissions Arrangements. These are detailed in the appendix. The Council Appeal Procedure on Admissions forms a part of this policy. Details can be found on the school's website.

ADMISSION

The standard admission number is 90.

Admission to Nursery is administered by the school. A form and application details are sent to parents prior to the academic year in which the child is due to join the Nursery. If an application is successful parents are offered a Nursery place. Parents are then required to apply for a Reception place as a separate procedure.

Admission to Reception in the Autumn Term is administered by the Slough Admissions Team. A Common Application Form is issued which has to be completed and returned to the LA by a specified date. Only after the LA's offers of places have been confirmed is the school able to allocate any remaining places to late applications.

NURSERY

A child can enter Nursery in the Term after their third birthday.

In the term of admission parents are visited at home. Relevant information is given and a time arranged for the child to visit the Nursery. We then "stagger" the days the children start so they are admitted in small groups. This is to ensure that a member of the Nursery staff can work exclusively with these children to ensure they know all routines and feel quickly familiar with the Nursery setting.

RECEPTION

Reception children join our school in the September after their 4th birthday.

If over subscription occurs then the admission criteria are applied. Details of the current criteria are given in the school prospectus.

APPEALS PROCEDURE

Parents who are refused a place for the Reception class, may, if they wish, appeal against the decision to the admissions department at Slough Borough Council.

PRELIMINARY VISITS

Parent who are interested in applying for a place for their child, are warmly invited to visit during the working day. The facilities of the school may be seen, together with the teaching staff and the children at work or play.

OTHER ADMISSIONS

Places that become available during the school year are allocated by the Head Teacher. The school can hold a waiting list and if there is more than one name on the list for that year group, places will be allocated according to the criteria. Penn Wood is a community school, we adhere to the admissions criteria provided by Slough Borough Council.

This policy will be reviewed annually.

Appendix: School Admissions Arrangements

For Community Schools (Primary)

Children with a **Statement of Special Educational Needs (SEN)/Education Health and Care Plan** that names a specific school must, by law, be admitted to that school. Any request for allocation of a place to a child who is in the care of the Local Authority or provided with accommodation in that authority in accordance with Section 20 or 37 of the Children's Act 1989 (**Looked After Children**), will be considered next.

After these two requirements have been satisfied the following criteria will apply. They are set out in descending order of priority:

- (A) Children who live in the catchment area of the school (detail of each community's school's catchment areas are on pages 72 and 73).
- (B) Children who have strong medical or social grounds for admission. These reasons must be fully supported in writing from a professional person involved in the case, such as doctor or social worker. This must show that the school requested is the only school that the child can attend because of medical or social needs. All documents must be submitted with the CAF or with printed copy of the online form if completed online (See page 15).
- (C) Children who have older brother(s) or sister(s) at the school when the applicant would enter (see page 12 for definition of sibling).
- (D) Children who attend an Infant or Junior that is formally linked to the school (Godolphin Infant/Junior, Cippenham Infant/Primary).
- (E) All other applicants.

In some cases a tie- breaker will be required. If a school does not have places for all the children in one of the above criteria, priority will be given to children who fulfil more than one of the admission criteria. The greater the number of criteria fulfilled, the higher the priority. After this, the final decision will be made according to straight line distance between home and the school. Those living nearer to the school will be given the higher priority. Straight line distance is based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's National System.

A parents' guide to admissions 2016
Council, S. B. (n.d.). www.slough.gov.uk.

Penn Wood Primary & Nursery School Nursery Unit (F1) Admissions Policy

If Penn Wood Primary & Nursery (F1) Unit receives more applications than there are places available, places will be offered using the criteria below and priority will be given to children who will be four at the time of admission. Priority will then be given using the criteria below to three year olds according to the term of their birthday.

Children with educational, medical or social needs (Applications on these grounds will have to be supported in writing by the relevant professional involved, such as a Social Worker or GP etc);

Children who live closest to the school (a straight line on a map from the parents' home to the school would be used to calculate the distance), with a brother or sister at the same school when the child is due to be admitted;

Children who live closest to the school (a straight line on a map from the parents' home to the school would be used to calculate the distance).