

Apply online at www.slough.gov.uk/admissions
Closing date to apply 31 October 2021

www.slough.gov.uk
Slough
Borough Council

Starting Secondary School in Slough Borough Council 2022/23



A guide for parents and carers
for children born between 1 September 2010 and 31 August 2011

IT IS IMPORTANT THAT YOU TAKE TIME TO READ THIS BOOKLET WHICH OUTLINES THE APPLICATION PROCESS.

What is this booklet about?

This booklet contains a wealth of information to help you choose the right schools, make an application and understand how the application process works. It provides a profile of all of Slough Secondary schools alongside information about admission arrangements. Please read it carefully, look at the school websites and take the opportunity to visit the schools in your area before applying.

Who is this booklet for?

For children who are transferring from Primary school to Secondary school.

When do I need to apply?

You can apply anytime from 1 September 2021. **To receive an offer of a school place on national offer day, you must submit an application by 31 October 2021.**

Please note: In order to maximise your chances of being offered one of your preferred schools

- You **MUST** submit an application with all the required documents on time.
- Your child **MUST** meet the admissions criteria of the school to be offered a place.
- You **MUST** apply through Slough Borough Council even if you are applying for schools in another council area.

and there is

- **NO** automatic transfer from a Primary into a Secondary school.
- **NO** automatic offer of a sibling place without making an application.

Application deadline Tuesday 31 October 2021

What happens if I miss the closing date?

Applications received after the closing date will be considered after those that are received on time and after the first round of offers have been made.

How do I apply?

The easiest way to apply is online. Go to [slough.gov.uk/admissions](https://www.slough.gov.uk/admissions) and follow the instructions on screen. If you do not have internet access at home you can still apply online at your local library or at the council offices.

Who can apply?

Applications must be made by a parent or carer who holds legal parental responsibility for a child. Only one application should be made per child.

The information in relation to Slough Borough Council Schools was correct at the time of publication (September 2021). However it should not be assumed that there will be no change before the start of, or during the school year 2022/23. Like many local authorities Slough Borough Council is experiencing a high demand for Secondary School places. This means the admission limit shown may change for some schools.



How to contact us:

If you want more information about the school admissions process, or if you want to comment about this booklet or the admission arrangements, please write to;

**The Admissions Team
Slough Borough Council
Observatory House
25 Windsor Road
Slough SL1 2EL**

Telephone: 01753 875728
Telephone opening hours are: 10am - 4.30pm
Monday to Friday

Email: admissions.helpline@slough.gov.uk

Contents

Introduction

Before making an application	4
Key dates in the admissions process	5
Maximise your chance	7
Myth busters.....	8
Age range of schools	10

Section 1

How should I decide my preferred schools?.....	12
Changing your preferences or changing the order.....	13

Section 2

How do I apply?	14
Co-ordinated Admissions.....	14
Completing the online application.....	15
Submitting your application	17
Changing your application information	17
What happens if my application is late?	17

Section 3

How your application is processed	18
---	----

Section 4

When and how will I be told the outcome of my application?	20
After you receive your school admission decision	20
What happens if I am not happy with the school offered?.....	20
School waiting list.....	20
Appeals.....	21

Section 5

List of schools in Slough	22
How places were allocated on offer day 2021.....	27
Additional requirements	28

Section 6

Moving House	30
What if I move to the area when my child would not normally change school?	30
In-Year fair access protocol.....	30

Section 7

Proof of Address.....	32
Recently moved house?.....	32

Section 8

Oversubscription criteria for Community & Voluntary Controlled Schools.....	33
---	----

Section 9

Oversubscription criteria for own admission authorities	34
---	----

Section 10

School Transport	37
------------------------	----

Section 11

In-year Admissions	38
--------------------------	----

Section 12

Frequently Asked Questions	40
----------------------------------	----



INTRODUCTION: Before making an application

This section will provide you with information about what you should know and do before making a school application.



Do talk to your child about your decision



Do not be influenced by others. The right school for other children is not necessarily the right school for your child.



1

Read the information in this booklet

2

Visit schools

Ensure that you are entirely happy with your expressed preferences before submitting your application.

3

Read Ofsted Reports

You can view Ofsted reports at www.ofsted.gov.uk

4

Look at the school's prospectus

You can get this from the school. It will give you an idea about the school's ethos and character, national test results and public examination results

5

Look to see how many places are available in each school

This is called the Published Admissions Number or PAN. This number is set to take account of the number of pupils each site can accommodate in each year group and how many places are needed in an area

6

Consider how likely it is that your child will be offered a place at your preferred schools

Read the oversubscription criteria for each school and look to see which apply to your child.

7

Consider how your child will travel to and from school

8

Use your six preferences

9

Be aware there is no guarantee of a place at any school even if you live in the catchment area

Key dates in the admissions process

For September 2022 Entry Into Year 7

From 1 September 2021	Application process for transferring to Year 7 begins. Opportunity for parents/carers to visit individual schools.
31 October 2021 Closing date	Closing date for completed online applications. We strongly recommend that you do not delay your application to the last minute in case of technical problems.
19 November 2021	Final date for notification of change of address or preferences after the closing date.
December - February	Preference forms analysed.
1 March 2022	"National offer day". <ul style="list-style-type: none"> Parents that applied online can log onto the council's website from 12.30am to see which school their child has been offered Letters will be posted to parents that submitted a paper application form No decisions will be issued by telephone
March 2022	Waiting lists established
14 March 2022	Closing date for parents to either accept or refuse the school place offered. If the parent does not reply, the offer will be withdrawn.
From week commencing 4 April 2022	Second round of allocations for late applications received after 31 October 2021. Further offers made from this date are subject to places becoming available.
June to July 2022	Independent Appeal Panels meet to consider appeals from parents/carers who are unhappy with their school allocation. Dates for the appeal deadline is available at www.slough.gov.uk/admissions
From week commencing 9 May 2022	Third round of allocations for late applications received by 2 May 2021. Further offers made from this date are subject to places becoming available.
September 2022	Children start school.

School term dates 2022/23

Term dates are determined by the Local Authority in liaison with its neighbours. However, please note that the governing bodies of Slough schools and academies may decide to vary the dates.

Further details and clarification are available from the school or academy concerned. **You are strongly advised to check with your child's school before making holiday plans or other commitments.**



Autumn term 2022	Opens - Thursday 1 September Half term: Monday 24 October to Friday 28 October Ends - Friday 16 December
Spring term 2023	Opens - Monday 3 January Half term: Monday 13 February to Friday 17 February Ends - Friday 14 April
Summer term 2023	Opens - Monday 17 April Half term: Monday 29 May to Friday 2 June Ends - Friday 21 July Bank Holiday: Monday 1 May 2023 Monday 29 May 2023

Near to the time your child is due to start, you will receive a letter from the school you have been offered with uniform details and information about the school in general. The school will also confirm the date and time your child is expected to start.



Maximise your chance

(All applications will be subject to the published admissions criteria)

1

Apply on time

- The closing date is 31 October 2021
- All applications received after this date will be processed at a later date after majority of places have been allocated.
- A late application therefore means that you are much less likely to get what you prefer or want.
- Notification of places offered will be made on 1 March 2022 (unless your application is late).

2

Apply on-line

- You can apply on-line at www.slough.gov.uk/admissions from 1 September 2021.
- Communication with you will be quicker.
- You will receive email confirmation acknowledging your application and receive email notification of the outcome (rather than having to wait for the post to arrive).

3

Use all preferences

- You could disadvantage yourself if you do not use your opportunity to express a preference for six schools.
- Each preference is considered in its own right so give yourself three separate chances.
- We only look at the order of your preferences (1st, 2nd, 3rd, 4th, 5th or 6th) if we are able to offer you more than one of your preferences. We will always allocate the highest preference.

4

Choose wisely

- Consider the school's oversubscription criteria.
- Don't assume that you will be allocated a place at your closest school if you do not state it as one of your preferences.
- Don't assume that your child will get priority because they attend a junior or primary school within the area of the secondary school.
- Include your catchment school as one of your preferences.

TYPES OF SECONDARY SCHOOL IN SLOUGH

Community schools

Community schools are owned and maintained by the council, which sets the admissions policy, including the criteria used for allocating places at schools that receive more applications than they have places.

Grammar schools

Grammar schools are state secondary schools that select their pupils by means of an examination taken by children at age 11, known as the "11-plus".

Voluntary aided (church) schools

Voluntary aided (church) schools are maintained by the council which pays the teachers' salaries and the day-to-day running costs of the schools. Generally the buildings are owned by the diocese. Schools are either Roman Catholic (RC) or Church of England (CofE). The governing body of the school sets the admission policy and criteria.

Academies

An academy is a school that is run by an academy trust and its governors.

Free schools

Free schools are funded by the government but are independent of the local authority. They are usually set up by parents, charities and other groups to respond to a need for a new school in their community – whether for extra places, to raise standards or to offer choice.



INTRODUCTION: Myth busters

This section helps to clarify some of the most common misconceptions parents have about the school admissions process.

Myth My child has a right to be given one of our school choices.	The schools you list on your application form are preferences only. Each school preference will be processed in accordance with the school's admission arrangements and the highest possible preference will be offered. When we are unable to offer any school listed on your application, we will allocate the next nearest school to your home address with an available place.
Myth I have an older child already at the school so I do not need to apply.	Even if you have an older child at the school, without an application, your child will not be considered for a place at the school. Please look at the admissions criterion for the school you are applying for.
Myth Listing one school will mean that you will have to offer me that school.	If you list only one school and your child cannot be offered a place under the school's admission arrangements, we will offer the next nearest school to your home address with a vacancy.
Myth I live nearer to the school than the last child offered under the distance criterion last year so I'm guaranteed a place.	Although the information listed in Section 5 can give you an idea of how likely it is that you will be offered a place at your preferred school, the 'last distance' will change every year. We cannot guarantee any child will be offered a place at any school.
Myth Children on my road go to the school so my child will too.	The number of pupils offered under each criterion at each school can change every year. Therefore, just because you know pupils living near you that go to a certain school does not mean that your child will be offered a place there.
Myth Listing the same school three times will improve my chances of being offered a school.	Your child can only be considered once for a school and any duplicated preferences will be deleted.

Myth It does not matter if my form is late.	If you apply after 31 October 2021, we will look at your application after all those that applied on time and it is very unlikely that you will be offered one of your preferred schools.
Myth I can only apply for Slough schools.	You can apply for both Slough and out of area schools by naming them on the Slough application form
Myth My child is in the nursery attached to the school – so my child will automatically get a place at the school.	The nursery a child attends is not considered during the application process. All places are processed in accordance with the school's oversubscription criteria.
Myth My child care arrangements will be taken into consideration before a place is offered	Your child care arrangements is not taken into consideration when school places are allocated.
Myth Places are offered on a 'first come, first served' basis so my child will get a place at my preferred school if I apply early.	All submitted on-time applications received by the closing date 31 October 2021 are processed together irrespective of when the application is submitted.
Myth I don't have to list my catchment school as a preference because the Local Authority will offer it to my child anyway.	We will only consider the preferences on your application. If we are unable to offer any of the six preferences, we will allocate the next nearest school to your home address with available places and that may not be your catchment school. It could be a school further away from your home address.
Myth It is the Local Authority's responsibility to make sure that I apply for a school place for my child.	Applying for a school place is the parent's responsibility.
Myth I know someone who works at my preferred school so my child will get a place there.	All applications are considered by the Admissions Team strictly in accordance with the oversubscription criteria for the schools – without favour or prejudice.

INTRODUCTION: Age range of schools

Secondary schools admit children from the ages of 11 through to 16. This is known as Key Stages 3 and 4. If the school has a sixth form, children can stay there until they are 18 years old.

Starting Secondary School

Children born between 1 September 2010 and 31 August 2011 must apply for a secondary school place. If your child was born between these dates, we are able to offer a secondary school place at the beginning of the autumn term (September 2022) following the receipt of your completed application. Your child will be admitted into Year 7 at secondary school.

Early or late transfer to secondary school

It is very unusual for children not to transfer to secondary school at the end of Year 6. You can make a request for

delayed or accelerated entry (to start a year later or earlier at secondary school) in very exceptional circumstances.

If you feel that your child should be considered for early or late transfer to secondary school, you should first discuss this with the headteacher at your child's primary school. The headteacher will then contact the admissions team to talk about your circumstances. In all cases the individual child's educational and social development needs would be considered and a decision made of what is best for the child both now and in the long-term

Post 16 (Sixth Form)

Most secondary schools in Slough offer sixth form provision. To apply for Post 16 places your child will need to have been born between 1 September 2005 and 31 August 2006. The council does not co-ordinate admissions to any post 16 establishments. All applications for places in a school's sixth

form must be made directly to the school concerned. The school will also be able to provide information regarding the courses they offer and the academic entry requirements.

In-Year applications for Secondary Schools

In-year applications for secondary school place outside the normal round of admissions are referred to as 'In-Year Admissions'. Normal round of admissions are a statutory process where all parents / carers must apply for a place for their child to start school in the school's 'year of entry' at secondary school.

If your child has already started school elsewhere or you wish to move them to another school or if you are new to Slough and require a school place, you will need to complete an in-year application form. Please see Section 11 of this booklet for further information about in-year admissions or contact the School Admissions Team on 01753 875728.





SECTION 1: How should I decide my preferred schools?

You need to be aware that many schools in Slough are heavily oversubscribed. This is important to remember when deciding on your preferred schools. In previous years, it has not been possible to meet all preferences at a number of schools in Slough. When considering your preferred schools, you are strongly advised to look at the school's oversubscription criteria and consider which category you would come under.

Think carefully about your preferences

The number of preferences that you can make on your application is limited. You need to be realistic in making your preferences. If your child is unlikely to meet the criteria, you may not receive an offer at any of your preferred schools. This could happen if you live too far away from the schools or if you name a church school but do not attend the church connected to that school. It is therefore important to understand the order in which places are allocated if a school is oversubscribed by reading the admission policy for the school - see Sections 8 and 9.

You should think carefully about your order of preference when you decide how to list the schools you are applying for. This is because if your child qualifies for a place at a number of schools, you will only be made one offer of the school which you named as a higher preference.

The law states that you have a right to express a school preference and admission authorities are required to comply with that preference but please be aware that it is subject to the availability of places at the school. This is because there will be times when there are more applications than places. When there are more applications for a school than places available, oversubscription criteria (often called admission criteria) are used to determine priority for admission.

You should decide which schools you would prefer your

child to attend and apply for a school place online listing up to three different preferences. You don't have to express six preferences. However, if you only give one preference, and are not offered a place at that school, you will be offered a place at the next nearest school with an available place after everyone else's six preferences have been considered. This may mean that by the time we look at allocating a place for your child, your local school may be full and your child may have to travel some distance to get to school.

Due to the high demand for places, you are advised to include your catchment school where your application can be considered on home to school distance.

The order of preference in which you list your schools is confidential. Schools are not told the preference order in which you have listed them.

- Each of your preferences will be considered equally and separately. Listing second, third, fourth, fifth and sixth preferences will not affect your chance of being offered your first preference. Each school listed on your application considers your child's application against its admission criteria only and not according to the order of preference you put the school on your application. This guarantees that, for example, an application from a parent who has ranked the school as third preference is considered equally to an application on which the school is ranked as first preference.
- If we can offer your child a place at more than one of your preferred schools, we will offer you the highest ranked school we can, so please make sure you like your first preference more than your second preference and your second preference more than your third.
- If we are not able to offer your child a place at any of the schools you applied for, we will offer a place at the next nearest school with available places.

The following examples are provided to illustrate what may happen. Please note: they are only possible scenarios and they are in no way a guide to oversubscription levels. Please do not assume that if your situation is the same as one of these examples, your application will inevitably have the same outcome.

Example 1

1) Dora lives in Wexham. Her parents are keen for her to attend a local school. They list the following preferences:

- Wexham School
- St Joseph's Catholic High School
- Grove Academy

All three of these schools are oversubscribed with first, second and third preferences. Dora does not live close enough to Grove Academy to be offered a place there. However she lives close enough to both Wexham School and St Joseph's Catholic High School to be offered a place. As Wexham School was higher on her preference list than St Joseph's Catholic High School she is offered a place at Wexham School.

Example 2

2) Paula lives near Slough centre. Her parents are not sure whether they live nearer to St Joseph's Catholic High School or Eden Girls School but they would like her to attend St Joseph's Catholic High School. They list the following preferences:

- St Joseph's Catholic High School
- Eden Girls School
- Lynch Hill Enterprise Academy

The governors of St Joseph's Catholic High School are notified of Paula's application. However they are not able to offer Paula a place as she does not meet their religious criteria. Although Eden Girls School is closer to the family home than Lynch Hill Enterprise Academy, Paula cannot be



offered a place there as she lives further away than 300 of the other children whose parents have applied for a place there. However, she does live close enough to Lynch Hill Enterprise Academy to be offered a place, even though it is slightly further from her home than Eden Girls School. She is offered a place at Lynch Hill Enterprise Academy.

Example 3

3) Savi lives in Britwell. Her parents list the following preferences for a secondary school for Emma:

- Slough and Eton Enterprise College
- Grove Academy
- The Langley Academy

Unfortunately Savi does not live close enough to any of the

schools to be offered a place. This means that she has to be offered a place at the nearest school to her home with an available place – so Savi is offered Beechwood School.

Changing your preferences or changing the order

You can make any changes to your application before the closing date. However, if you wish to change your preferences after the closing date or you wish to change the preference order, all your preferences would be considered as late applications and considered after all on-time applications.

It is possible to change your preferences after your application has been downloaded by the Admissions team but you will need to complete an amendment form which you will find on the council's website.



Please note

If applying for a church school, please check if you need also to complete the school's supplementary information form.

Completed supplementary information forms (SIF) must be sent direct to the school to be received no later than the closing date stipulated by the school. The school governors are responsible for admissions to these schools, therefore any questions you have about admission to these schools should be addressed directly to the school.

BE AWARE:

- Living in the catchment area does not automatically guarantee a place in a school.
- A sibling link at the preferred school does not automatically guarantee a place.

SECTION 2: Making an Application

How do I apply?

If you live in Slough and your child is due to start school or transfer to a junior school in September 2021, you **must** apply online at: www.slough.gov.uk/admissions

You are required to use the online system – it is quicker, safer and provides you with a confirmation receipt. (In the rare cases of you not being able to access this, please contact the school admissions team who will talk you through the process.)

Local libraries, council offices and most schools have public access computers where you can access the website. Most of our schools will help you access the on-line system if you do not have a home computer, smart phone or ipad.

- The online facility is available 24 hours a day and 7 days a week from 1 September 2021.
- You can apply at any time from 1 September 2021 to midnight on **31 October 2021**.
- We will email you confirmation that your application has been received.
- There are clear simple prompts to guide you through making your application. (Further information is available in this booklet under 'completing the application form').
- There is no risk that your application will get lost or be delayed as long as you remember to submit the application
- You can change the information online at any time until the closing date, **remembering to re-submit if you make any changes to your account**. Once submitted and downloaded by us, you need to contact the admissions team to make any changes. You will receive a confirmation email from us when your application has been downloaded.
- The outcome of your application will be available to view on national offer day

It is important to keep a record of your email address and

password to be able to make changes to your application before the closing date and to log on to view your offer. Record them here for future use.

Email address:
Password:

If you need help with the online system, please telephone: 01753 875728 between 10am - 4.30pm (Monday – Friday) or email siteam@slough.gov.uk

You can use the online preference form to apply for a voluntary aided (church) school, an academy, a free school or a school in another Local Authority area, but you **must** remember to provide any additional supporting documents or information as required by that school's admission criteria. The supporting documents and information must be handed directly to the school and you must at that point tell the church school or academy if you have applied online.

Co-ordinated Admissions

The council co-ordinates admission arrangements for schools in Slough by using the same application form for all church aided, community schools and academies. This means that regardless of whether you wish to apply for a church aided, community school or academy in Slough or in another local authority in England, you only need to complete one application form. Church aided schools and academies are still responsible for offering places in their schools (see oversubscription criteria for Own Admission Authority Schools). The council will let parents know the schools' decisions.

We also share admissions information with neighbouring Local Authorities. If you live in Slough, any applications for schools in the area of another Local Authority should be made through Slough Borough Council. You are entitled to apply to different academies, church aided and community schools and schools in other Local Authorities, but you must do this through Slough Borough Council Admissions Team if you are a Slough resident.

Church aided and academies have their own admission criteria, (usually including religious requirements in the case of church aided schools). If applying to a church aided or academy you must still apply online to the council.

If one of your preferences is a church aided school you may also be asked to complete a supplementary information form or provide other information.

Where you are required to complete a supplementary information form or provide other information to a church aided school or academy, you should provide it to the school by the closing date stipulated by the school. Please check this with the school.

If you are considering applying to the following schools, please see Section 5c regarding additional requirements:

The Langley Academy

Baylis Court School

St Joseph's Catholic High School

St Bernard's Grammar School

Langley Grammar School

Herschel Grammar School

Upton Court Grammar School

If you live in Slough and do not apply online you will not be allocated a place at a school. You need to ensure that you apply to the Local Authority where you pay your Council tax.

The contact numbers of the neighbouring councils to Slough are:

Buckingham County Council.....	01296 383250
London Borough of Hillingdon.....	01895 556644
London Borough of Hounslow	020 8583 2711
Reading Council	01189 373777
Royal Borough of Windsor & Maidenhead.....	01628 683870
Surrey County Council	0300 2001004

Completing the online application

Your child's details

Enter your child's details ensuring that the address, postcode and date of birth are correct so that we can process your application accurately. It is essential that this information is correct. We regularly check addresses and if they are not correct we may have to withdraw our offer of a school place. The address you give us should be the child's permanent address at the time of application. 'At the time of application' means the closing date for applications unless you are in the process of moving house when the second deadline applies.

Home address

- The child's current permanent residential address must be used. The home address is the address of the parent with whom the child normally lives from Monday to Friday.
- The address of a relative or childminder, or where your child stays or sleeps because of special domestic arrangements or personal circumstances cannot be considered. All applicant addresses will be thoroughly checked.
- **You cannot use an address until you are permanently residing there and able to prove you have no connection with the previous address.** All changes of address will be thoroughly investigated to ensure there is a permanent commitment to the new address and that it is not a temporary

arrangement to access a preferred school. **A temporary address cannot be considered. This includes other property owned by the applicant, temporary rental agreements and temporary moves to live with friends or family.**

- **Any recent change of principal carer and/or parental responsibility** (for example, if a child moves to live at another address) must be supported by satisfactory legal documents such as a court order. **Only applications from a person who is legally responsible for the child can be accepted.** If a child does not live with their parent/s and is looked after by relatives, documentary evidence such as a Will or a Court order are required as proof that the relatives are the child's guardians. A private fostering arrangement will not give parental responsibility. Please let Slough Admissions know if a parent at another address is to be kept advised of the progress and outcome of their child's application.
- Schools expect to see continuity of address throughout the application process; and you will be asked for proof at any time if your address is different from the address on your application.
- **If it is discovered that a place has been offered on the basis of a fraudulent or intentionally misleading application (for example a false claim to residence), that offer will be withdrawn even if the child has started at the school.**

Parents who live separately

When parents live separately, the application must be based on the address at which the child usually lives. When parents live separately but the child lives with both parents at different addresses, the child's home address will be taken to be the address where the child lives for most of the week. If the child spends an equal amount of time with each parent, the address will be taken to be that of the main parent/carers eligible to receive Child Benefit and Child Tax Credit

Proof of Address

As part of the school admission process, you will be asked to



provide proof of address to the school your child has been offered. To ensure that offers of school places are made fairly, Slough Borough Council is committed to following strict address verification procedures. Further information about proof of address can be found in Section 7 of this booklet.

'Are you the parent of the child?'

The definition of a 'parent' in education law is wider than just those with parental responsibility. The definition of a parent is defined in section 576 of the Education Act 1996.

This can include all natural parents whether they have parental responsibility or not, other people who have acquired parental responsibility by court order or anyone else who has care of a child such as another family member.

Statement of special educational needs (or children with an education health and care plan (ECHP))

If your child has an education health and care plan (ECHP) please contact the SEND team to discuss your child's school placement. **Please call 01753 787 676 or email SEND@slough.gov.uk**

SECTION 2: Making an Application (continued)



Looked after children¹

Please indicate in the appropriate place if your child is or was a 'looked-after child' and the name of the local authority that is or was dealing with your case.

Your details

It is important that this information is correct as we may use this to contact you about the admissions process. We also need to know your relationship with the child and whether you have parental responsibility as defined by the Children Act 1989².

Your preferences

- Rank the schools you would like your child to attend in order of preference by writing the name of the school in the boxes with the school you want first in the 'Preference 1' section and the school you want second in the 'Preference 2' box etc.

- We strongly recommend you use your options of listing six schools and that one of these schools should be your catchment school. There is no advantage in listing only one school.
- If you choose to list just one school and your application is unsuccessful, you will have no say in the school you are allocated to. You could be allocated a school some distance from your home if nearer schools have received more applications than there are places available.
- The online system will not allow you to select the same school/college more than once as we can only process one application per child per school/college.

Please note:

You may be allocated any one of your preferences and

you need to be sure that you are willing and able to get your child to that school. If you are offered one of your preferences the council will not pay for transport to school; this is your responsibility.

YOUR CATCHMENT SCHOOL

If you do not apply to your catchment area school as one of your preferences, you will not automatically be offered a place there if you are unsuccessful with your other preferences (as your catchment area school may already have been filled with preference requests). You need to consider whether your catchment school should be one of your preferences.

Your reasons for applying for each of your preferences

- We need you to give us this information so that the local authority or school governors can correctly apply their over-subscription criteria. If you do not provide us with the correct information in this section it could mean that we cannot consider you under a particular criterion, e.g. if you fail to tell us that the child has a sibling (brother or sister) connection within the school, then this will not be considered.

Siblings (brothers and sisters)

- Many schools give priority to brothers and sisters. It is important to show on the form if there will be a brother or sister at the school when your child starts. Add the names of any brothers or sisters that attend the school and their date of birth in the appropriate place. By sibling, we mean a brother or a sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner but in every case the child must be living in the same family unit at the same address. Every effort will be made to ensure that twins and those from multiple births can attend the same school.

¹ A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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, or (c) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application.

² A parent is any person who has parental responsibility or care of the child. 'Family members' include only parents and siblings.

Confirming the accuracy of information provided

In this section you are confirming that all the information you have provided is correct as at the time of application and you have not deliberately given any false information. 'At the time of application' means the closing date for applications unless you are in the process of moving house when the second deadline applies (see section 6).

The council, as a responsible admissions authority, reserves the right to verify any address given as the child's permanent address in order to ensure that it is allocating places appropriately and fairly.

Where a suspected fraudulent application is identified during the allocation process (before allocation day), if relevant evidence is not provided and the application is deemed to be fraudulent, the family concerned will be offered the opportunity to provide their correct address and advised that the application will now be treated as 'late'. We may also undertake sample spot checks.

Failure to provide any document reasonably required by Slough council to verify residence after the allocation day will result in the place being withdrawn. We will then offer a place at the nearest school to the home address with an available place. This may be some distance away.

Multiple applications

The council can only accept one application per child. If applications are received from both parents which are not the same, we will accept the application of the main parent/carer eligible to receive Child Benefit and Child Tax Credit.

False information

If you deliberately give false information, the school admissions code allows for the offer of a school place to be withdrawn. Slough Borough Council takes this matter very seriously and will move to the withdrawal of the place if it is proved to be a fraudulent application. This applies even after the child has started at the new school. **Providing false information could also lead to prosecution.**

Whistle-blowing

If you believe that someone else has given false information, we

would encourage this to be reported, by emailing admissions.helpline@slough.gov.uk. All reports received will be investigated.

Supplementary Information Forms (SIFs)

Some schools request additional information from parents and will require a SIF as well as the on-line application. SIFs are obtainable from the school and should be returned to the school concerned. SIFs will not be considered on their own. The schools must be also be listed on your application.

Amending/reviewing online applications

If you re-visit your online account, to make any changes, you must re-submit your application in order for it to be downloaded by ourselves.

Submitting your application

The closing date for receipt of your application is **31 October 2021**. Before you submit your application please check that you:

- are familiar with the oversubscription criteria for each school you are applying for;
- are clear on the order you want to list the schools you are applying for;
- think carefully about naming a school where your child is unlikely to qualify for a place; and
- do not disadvantage your child by listing only one preference;
- have considered naming your nearest school and you have used all six preferences, as this will increase your chances of obtaining a place for your child at one of your preferred schools.

Moving into Slough before the allocation process

If you move into Slough after the closing date, but before 19 November 2021, and you can provide documentary evidence to confirm this, your application will be processed at the same time as those applications received by 31 October 2021.

If you move into the area after 19 November 2021 your application will only be considered as a late application and will be processed with other late applications in subsequent rounds of allocations commencing from 4 April 2022.

Applying for a school place after the allocation process

If you apply for a school place or move into the area after the allocation of places, you will still be able to apply and name up to six preferences. We will offer you a place at one of your preferred schools if this is possible. If all the places at your preferred schools have been allocated, your child's name will be added to waiting lists in criteria order. Your child will be allocated a place at the next nearest school to your home with available places.

Changing your application information

You can change the information at any time until the closing date, but once submitted and downloaded by us you would need to contact the admissions team to amend your application.

What happens if my application is late?

Late applications received after the closing date of 31 October 2021 will only be considered after all applications received by the closing date. This means it is much more likely you will not get a place at your preferred school, as the places may already have been given to other children.

If you are moving within Slough, you must still make your application by the deadline. Late applications received for oversubscribed schools will be placed on a waiting list for that school.

Please note

If you re-open your online account to make any changes, you must re-submit. Failure to do so may mean that we are unable to download the application and it will not be added to our database.

Once the closing date has passed and before 19 November 2021 you can only change your preferences if there is genuine reason to do so, e.g. a change of address.

SECTION 3: How your application is processed

This section tells you how school places are allocated.

Who decides who is offered places?

There are different types of schools. Decisions about which children should be offered school places are made by the admissions authority for each school type. However, Slough Borough Council notifies applicants of the decisions of all the admissions authorities for each school. The schools within each school type category that make school offer decisions in Slough are as follows:

Community schools

The council decides who is offered school places and sets the oversubscription criteria for the school. There is only one community secondary school in Slough.

- Wexham School

Academies and Voluntary aided schools

The governing bodies of the following schools are the admission authorities for their schools and they set and publish their own oversubscription criteria as well as decide which children to allocate places to. Slough Borough Council informs applicants of the decisions of these schools.

Academies

- Baylis Court School
- Beechwood School
- Grove Academy
- Slough and Eton Enterprise College
- The Langley Academy
- The Westgate School

Voluntary Aided (VA) Schools

- St Joseph's Catholic High School

Grammar Schools

- Herschel Grammar School
- Langley Grammar School
- St Bernard's Catholic Grammar School
- Upton Court Grammar School

Free Schools

- Ditton Park Academy
- Eden Girls School
- Lynch Hill Enterprise Academy



If you are applying for a place at a voluntary-aided school or academy, you must complete the school's supplementary information form (if they have one) and also submit an application online to the council for a school place.

You must return the completed supplementary information form directly to the school to enable the governing body to assess your application correctly.

Please note that the supplementary form is not an application form, but it is an important part of the process. You can obtain copies of supplementary information from the council's website or from the school.

The oversubscription criteria are also known as admission criteria. You will find the oversubscription criteria for each of our secondary school in section 8 of this booklet. The criteria vary depending on the type of school you are applying for.

How school places are allocated

On submission of the application, each one of your preferences is treated as a separate application regardless of the order you have listed them in.

Slough Admissions will give your child's details to each school/admissions authority. All on time applications will be considered at the same time. Schools will not be told which preference number they are or which other schools you have applied for.

If you have listed a voluntary aided school, free school or academy we send your application details to the relevant school as the school governors decide who should be offered places.

If a school receives more applications than they have places available, the school will use its oversubscription criteria to rank and determine which applicants can receive an offer. This information is then returned to Slough Admissions and matched against the applicant's list of preferences. All possible offers are shared and exchanged across neighbouring Local Authorities through the Co-ordination Scheme.

How school places are allocated?

Application Received

Admission criteria are applied to each of your listed preferences

Places are offered up to the admission number at each school

The highest possible preference is offered to each child

If it has not been possible to allocate your child a place at any of your preferred schools, the School Admission Team will allocate a place to your child at the next nearest school to your home address with spaces available at the time.

Please note: If a school cannot offer your child a place, it will be because it has met its published admission limit with children higher on its admission criteria.

If you have listed a community school, Slough Borough Council Admissions will apply the Council's oversubscription criteria if there are more applications than available places.

If you have listed a school in a neighbouring authority, the application will be sent to the local authority for processing.

If more than one of your preferred schools can offer your child a place, we will offer a place at the one which features highest in your list of preferences.

If only one preferred school can offer your child a place, this is the place you will be offered.

If a place cannot be offered at any of the preferred schools, a place will be offered the next nearest school with places available.

Your child's name is automatically added to the waiting list of the preferred schools higher than the school we have offered.

You will receive only one offer of a school place for each child.

Note: Most Slough schools receive more applications than they have places available and use admissions oversubscription criteria to determine who can be offered a school place. All over-subscribed schools will offer places using the criteria listed in section 8.

Please refer to the relevant schools' websites for details and complete and return **supplementary information forms** as required by the deadline stipulated by the school.

Distance measurement

For admission purposes, distance is measured in a straight line using the co-ordinates derived from the National London Property Gazetteer from the centre of the child's home address to the school's main gate.

The straight line measurement is used purely as a tie-breaker; it has no relevance to how you would walk to school. Distance is not measured using Google or other similar apps.

Please Note:

1. Any revised preferences submitted after an initial offer of a school place will take precedence over any previous preferences submitted on the existing application; and where we are able to offer one of your revised preferences, it will cancel any previous offer made regardless of whether you have accepted the offer of a school place.
2. If you are offered a lower preference and do not request to be removed from the waiting list of your higher preferences and we are subsequently able to offer one of your higher preferences, it will cancel the previous offer made regardless of whether you have accepted the offer of a school place.



SECTION 4: Outcome of your application

This section sets out when you will know the outcome of your application and what to do when you find out.

When and how will I be told the outcome of my application?

If you live in Slough and have applied online, you will be able to access the school admissions website from 12.30am on the morning of 1 March 2022 and see where we have been able to offer your child a school place. Notification letters will be posted on 1 March 2022 to parents that submitted a paper application form. If you live outside of Slough, your own local authority will offer you a school place either through their online system and/or by letter.

Please note that decisions will not be given over the telephone and there are no facilities to come and pick up a letter from Council Offices.

After you receive your school admission decision

How do I accept my child's school place?

You must accept or refuse the offer of a school place as soon as possible **but no later than 14 March 2022**. To accept or decline a place offered, please log back into the Citizen Portal on the council website with the email address and password you created when you initially applied for a school place.

If you do not reply to the offer letter, the offer of a school place will be removed and offered to another child on the waiting list.

What happens if I am not happy with the school my child has been offered?

- you may ask the school admissions team about places at other schools
- your child's name will be automatically placed on a waiting list for your first preference school
- you may appeal.

Refusing (declining) the offer of a school/college place

If you refuse the place you have been offered, that place will be offered on to the next child on the waiting list, leaving your child without a school place.

You will not be able to come back to that offer in the future (unless there are still spare places at that particular school). You are advised to discuss this issue with the admissions team before refusing/declining a school place offer.

School waiting lists

How do I get my child's name on a waiting list?

If you have applied for your child to start in reception or year 3 (of a junior school) and you do not get your first, second or third preferred school, your child's name will be automatically placed on the waiting list for the school(s) you have listed above the one you have been offered. Your child's name will remain on the

waiting list until the end of the academic year, or until a place becomes available if this happens sooner. If you wish your child's name to remain on the waiting list for the next academic year, you will need to reapply in the July or end of the academic year.

How is the waiting list managed?

When all available places have been allocated, a waiting list will be established for each over-subscribed school. Your child will automatically be added to the waiting list of any school you named on your application that was a higher preference than the school where your child was allocated a place. Positions on a waiting list must follow the same order as the oversubscription criteria and are not allocated on a 'first come, first served' basis. If new or late applications have a higher priority under the oversubscription criteria, they will be ranked higher than those who have been on the waiting list for some time. So it's possible that over time a child's position on a waiting list can change.



A waiting list can be lengthened when any future applications for new pupils are refused and the names of these children are added to the list. These names are not added to the end of the list but are inserted according to how well they meet the oversubscription criteria. So, a new application from a child with a higher priority for admission than any of the children already on the list would force all those other children down by one place.

A waiting list can be shortened if any places become free at the preferred school. The free place would be offered to the child at the top of the waiting list at the time in which the place becomes available. If the place is accepted, all the other children on the list would go up by one position. If the place is declined, the child in the top position would be removed from the list and the child in the next position would be offered the place.

Parents can ask for their child's name to be removed from a waiting list at any time. **Being on a waiting list does not affect the parent's right of appeal.**

Waiting lists for Slough Schools where Slough is the admissions authority will last until the end of the current academic year. If you would like your child to be considered for a school in Slough for the next academic year starting 1 September, you will need to complete a new In-Year application. Waiting lists for out of area schools are maintained by the relevant authority responsible for the school or the school themselves. Please refer to their admission arrangements for details of how they are maintained.

Please note: If a place becomes available at a school it will be offered to the child at the top of the waiting list.

If you are subsequently offered a place at one of your higher ranked preferred schools this will automatically remove the place previously offered at any lower preference school. It is important, therefore, to tell us if you do not wish to remain on the waiting list as you are now happy to accept a lower preference.

In-year transfer waiting lists

After the end of the autumn term, the waiting lists will be transferred into our in-year admissions system. Waiting



lists will be maintained by the local authority for Slough community schools and by the individual schools/college if they are their own admission authority. They will last until the end of the current academic year.

If you wish to remain on the school's waiting list for the next academic year you will need to complete a new in-year application form. Waiting lists for out of area schools are maintained by the relevant authority responsible for the school or the school themselves. Please refer to their admission arrangements for details of how they are maintained.

What happens if a place becomes available at a school with a waiting list?

The school admissions team will offer the place to the child at the top of the waiting list. Parents must accept the place within 10 days otherwise, the place is offered to another child.

Appeals

If you are unhappy with the school place your child has

been offered, you have a right to appeal to the independent appeals panel. Information relating to appeals along with the timetable for appeals to be heard are on our website. Academies, voluntary aided, trust and free schools are all responsible for their own appeals and you should contact these schools direct to discuss the process.

You can only appeal for a school for which you have expressed a preference and have been refused. If you wish to appeal, it is a good idea to accept the place at the school you have been offered, as this will have no effect on the outcome of your appeal, and will prevent your child from missing out on a school altogether. The appeal panel's decision is binding on the council and on parents/carers.

There is a legal limit on the size of infant classes, set at thirty children. Where classes are at maximum capacity an appeal panel can only agree the appeal if it can be shown that the authority has made a mistake in applying its oversubscription criteria or has acted unreasonably.

SECTION 5a: List of schools in Slough

Alphabetical list of Slough Secondary Schools.

PAN is the Published Admission Number (the number of spaces available for entry into school).

School details	Category type and age range	DFE	PAN	No. on roll as of January 2021 Year 7 to Year 11	Whole School	Admission Criteria	Supplementary App Form Required
Baylis court School Gloucester Avenue, Slough, SL1 3AH 01753 531760 CEO of Baylis Court Trust: Richard Kearsey bayliscourt@bayliscourt.slough.sch.uk www.bayliscourt.slough.sch.uk	Academy 11-19 Years	4082	160	795	914	Page 32	Yes
Beechwood School Long Readings Lane, Slough, SL2 1QE 01753 520473 Headteacher: Kathleen Higgins enquiries@beechwood.slough.sch.uk beechwood.slough.sch.uk	Academy 11-18 Years	4085	150	725	814	Page 32	No
Ditton Park Academy Kings Reach, Slough, SL3 7UX 01753 537594 Principal: Nick Caulfield office@dittonparkacademy.co.uk www.dittonparkacademy.co.uk	Free School 11-19 Years	4002	180	896	1094	Page 32	No

School details	Category type and age range	DFE	PAN	No. on roll as of January 2021 Year 7 to Year 11	Whole School	Admission Criteria	Supplementary App Form Required
Eden Girls School 183-187 Bath Road, Slough, SL1 4AA 01753 351010 Headteacher: Sajid Khaliq info@egslough.staracademies.org www.edengirlsslough.com	Free School 11-18 Years	4009	124	593	593	Page 32	No
Herschel Grammar School Northampton Avenue, Slough, SL1 3BW 01753 520950 Headteacher: Joanne Rockall mail@herschel.slough.sch.uk www.herschel.slough.sch.uk	Academy 11-18 Years	5407	150	739	1067	Page 32	No
Langley Grammar School Reddington Drive, Slough, SL3 7QS 01753 598300 Headteacher: John Constable school@lgs.slough.sch.uk www.lgs.slough.sch.uk	Academy 11-18 Years	5405	180	877	1212	Page 32	No

SECTION 5a: List of schools in Slough (continued)

School details	Category type and age range	DFE	PAN	No. on roll as of January 2021 Year 7 to Year 11	Whole School	Admission Criteria	Supplementary App Form Required
Lynch Hill Enterprise Academy Stoke Road, Slough, SL2 5AY 01753 691583 Headteacher: Mr Chris Thomas office@lhea.org.uk www.lhea.org.uk	Free School 11-18 Years	4001	180	737	737	Page 32	No
Slough and Eton Church of England Business and Enterprise College Ragstone Road, Slough, SL1 2PU 01753 520824 Headteacher: Peter Collins head.pa@slougheton.com www.slougheton.com	Academy 11-18 Years	4510	180	906	1121	Page 32	No
St Bernard's Catholic Grammar School Langley Road, Slough, SL3 7AF 01753 527020 Headteacher: Paul Kassapian secretary@st-bernards.slough.sch.uk www.st-bernards.slough.sch.uk/	Voluntary Aided 11-18 Years	4700	150	682	973	Page 32	No

School details	Category type and age range	DFE	PAN	No. on roll as of January 2021		Admission Criteria	Supplementary App Form Required
St Joseph's Catholic High School Shaggy Calf Lane, Slough, SL2 5HW 01753 524713 Headteacher: Ciran Stapleton Sally@lhpa.co.uk www.lhpa.co.uk	Academy 11-18 Years	4800	135	787	998	Page 32	Yes
The Langley Academy Langley Road, Slough, SL3 7EF 01753 214440 Headteacher: Alison Lusuardi info@langleyacademy.org www.langleyacademy.org	Academy 11-18 Years	6905	180	906	1131	Page 32	Yes
The Westgate School Cippenham Lane, Slough, SL1 5AH 01753 521320 Headteacher: Michelle Cooper secretary@westgate.slough.sch.uk www.westgate.slough.sch.uk	Academy 11-18 Years	5409	240	1058	1219	Page 32	No

SECTION 5a: List of schools in Slough (continued)

School details	Category type and age range	DFE	PAN	No. on roll as of January 2021 Year 7 to Year 11	Whole School	Admission Criteria	Supplementary App Form Required
Upton Court Grammar School Lascelles Road, Slough, SL3 01753 522892 Headteacher: Mark Pritchard office@uptoncourtgrammar.org.uk www.uptoncourtgrammar.org.uk	Academy 11-18 Years	5408	165	807	1072	Page 32	No
Wexham School Norway Drive, Slough, SL2 5QP 01753 526797 Headteacher: Lawrence Smith kkelly@wexham.onmicrosoft.com www.wexhamschool.co.uk	Community 11-18 Years	4089	240	764	865	Page 32	No
All through school - Primary and Secondary phase							
Grove Academy Wellington Street, Slough. SL1 1YG 01753 517359 Executive Principal: Nick Caulfield Associate Principal: Natalie Wismayer office@groveacademy.co.uk www.groveacademy.co.uk	Academy 4- 19 Years	4005	180	538	704	Page 32	No

SECTION 5b: How places were allocated on offer day 2021

The information we provide in this section about applications and offers is based upon the number of 'on time' applications we received and the allocations we made on the allocation day - 1 March 2021.

School	PAN	Total offers	1st Pref	2nd Pref	3rd Pref	4th Pref	5th Pref	6th Pref	Alternative	Total number of preferences
Baylis Court School	160	160	92	29	16	9	11	3		445
Beechwood School	150	150	86	10	3	3	0	3	45	250
Ditton Park Academy	180	180	87	36	9	18	19	11		805
Eden Girls School	124	124	106	7	6	0	4	1		405
Grove Academy	180	180	54	17	16	6	5	5	75	339
Herschel Grammar School	150	150	56	43	26	14	8	3		1,802
Langley Grammar School	180	180	122	33	13	6	5	1		1,677
Lynch Hill Enterprise Academy	180	180	69	28	18	13	6	4	42	355
Slough and Eton C of E College	180	180	99	29	21	9	12	9	1	422
St Bernard's Catholic Grammar School	150	150	67	36	24	16	6	1		1,104
St Joseph's Catholic High School	135	135	106	14	5	4	6	0		536
The Langley Academy	180	180	102	21	18	13	18	8		901
The Westgate School	240	240	170	25	14	15	14	2		787
Upton Court Grammar School	165	165	98	33	12	13	9	0		2,064
Wexham School	240	205	41	9	11	10	3	4	127	344
Total	2594	2559	1355	370	212	149	126	55	290	12,236

SECTION 5c: Additional requirements

This section sets out additional information you should know if you are considering applying for a place at any of these schools. You should refer to the school's own website for sight of the full admissions policy or contact the relevant school if you are in any doubt about this.

All information given is up-to-date at the time of printing.

The Langley Academy

Applicants applying for The Langley academy will need to sit a NFER Non Verbal Reasoning test. It is not an intelligence test and it does not test the child's ability in either English or Maths. There is no pass mark for the test; it merely allows the school to put students into one of the 9 ability bands.

All children will be placed in a band and considered for a school place. All places will be allocated as detailed in The Langley Academy admissions policy which can be viewed on the schools website.

The closing date to register for the test is 1 November 2021 at 10am. The entrance test will take place on Saturday 20 November 2021.

Click below to download the registration form for the test or contact the school for a copy.

Registration form

Or visit

www.langleyacademy.org/646/transition-y6-into-y7-2021

The Langley Academy will send full details to all applicants that register to sit the test giving details of testing procedures.

Baylis Court School

Specialist Art places

The school will accept up to 10% of pupils on the basis of aptitude for dance, music and / or drama. Applicants who wish to audition for a specialist arts place must complete the school's supplementary application form in addition to the common application form.

The supplementary application form (Application for entry under the Performing Arts Criteria) must be returned directly to the school no later than 3pm on 1st October 2021.

Click below to download the application form or contact the school for a copy.

Registration form

Or visit

www.bayliscourt.slough.sch.uk/226/school-admissions

St Joseph's Catholic High School

Priority is given to baptised Roman Catholics with a Priest's reference.

In addition to the common application form, you must also complete St Joseph's school's Supplementary form, which must be returned directly to the school by Friday 31 December 2021.

No application can be considered without a completed supplementary Form. Please contact the school for a copy.

The Certificate of Catholic Practice form OR the Priest's / Religious Leader's Reference form should also be completed if appropriate, given to your priest or minister for signing and they should then return the form to St Joseph's by Friday 31st December 2021.

If your child has been baptised or dedicated, the Academy Trust insist that a copy of the child's valid Baptism or Dedication Certificate is given in with the supplementary application form.

St Bernard's Grammar School, Langley Grammar School, Herschel Grammar School and Upton Court Grammar School

Admission is subject to successful performance in the 11+ entry test. The 11+ test will take place on Saturday 11 September 2021.

Please contact the relevant school directly for further information.

For **St Bernard's Grammar School**, in addition to the common application form which you will need to submit to the Local Authority, the school's supplementary form (A&B) must also be completed and returned to the school no later than 31 October 2021.

Click below for to download the supplementary application form for St Bernard's Grammar School or contact the school for a copy.

St Bernard's Registration form

Or visit www.st-bernards.slough.sch.uk/1189/year-7-admissions-2022-entry





SECTION 6: Moving House

If you are in the process of moving house or recently changed address, you must still apply by the closing date (to us if you are moving within Slough or to your home local authority if you are currently living outside Slough). You must state your child's current address at the time of application in order for your application to be considered.

In order for your new address to be used in the allocation, you must be residing at the property by **19 November 2021** and be able to provide the necessary proof of address set out in section 7 of this booklet.

We will be able to use your new address to process your application providing we receive the proof of address by **19 November 2021**.

You will also be able to change the schools you have listed on your application form up to this date if a material change in circumstances has taken place. We may ask at a later stage that you support previous evidence by sending us further evidence, for example a utility bill. If you cannot provide this evidence until after **19 November 2021**, we will not be able to take your new address into account during our initial allocations. However, we will be able to use your new address for any waiting list application you make.

You must also inform us of any move which makes a material change to your application; i.e. if you move out of the catchment area for a school you have requested.

If you move before we send out the allocation letters, please send us evidence of your new address (proof) so that we can make sure that your allocation letter goes to the new address.

Please note: If your proposed house move falls through, then you must inform us so that the correct address can be used for the allocation. Failure to do so may result in an offer being withdrawn.



What happens if I move to the area at a time when my child would not normally change school?

If you have moved house and it is no longer practical to make the journey to your child's current school, you may need to apply for a place at a different school. If you wish to apply for a maintained school in Slough, you will need to apply via the School Admissions Team, using an 'In-Year Application Form'.

You can apply for a school place in advance of your move if you wish, however you will not receive a decision until you have moved into the area.

No school places are reserved for people who move into the area, but we will be pleased to advise you about which schools have places available at the time you require a school. Please bear in mind however, that available places at individual schools change from time to time.

Fair access protocol

As required by law, Slough Borough Council has a fair access protocol with schools. This protocol ensures that children to whom the protocol applies and who are without a school place take precedence over children on a school's waiting list.

SECTION 7: Proof of address

To ensure that offers of school places are made fairly, Slough Borough Council is committed to following strict home address verification procedures. When you apply for a school place, you must have parental responsibility for the child and submit the correct documentary evidence to avoid any unnecessary delay in the child's admission to school.

The following documentary evidence **must** be submitted with your application before a school place can be allocated and your child admitted into school:

1. Proof of where you (the parent/carer) live
2. Proof that the child lives with you (the parent/carer)
3. Proof of the child's date of birth

Where there is any doubt about **parental responsibility**, the school will also ask you to provide proof of parental responsibility.

Acceptable proof of where you live

All documents must be dated at or before the time of making a school application

Please provide any **two** of the following:
(Original copies only)

- A copy of a current tenancy agreement signed by all parties and arranged through a letting / estate agency or solicitor's letter showing exchange of contracts, if you have just moved house.
- Current private tenancy agreement (not arranged through a letting/estate agency) must be supported with three copies of utility bills.
- A copy of your Council Tax bill or letter for the current year
- A copy of a recent utility bill for your home address, showing usage - Gas, Electricity, Water, Telephone (not mobile phones)



- Copy of rent book for a current council tenancy
- Copy of letter from a housing association confirming that you and the child reside at the address
- Copy of house insurance dated within the last 12 months
- HMRC Tax notification documentation
- TV Licence (valid for the current year) with the name and address
- Benefit letter or Universal Credit notice
- Current driving licence
- Letter from National Asylum Support Service (NASS) OR UK Border Force (UKBA) confirming placement at their address

Recently moved house?

If you have recently moved house and your present address is different from the address on your application, you must provide us with a Closing Council Tax bill or Closing utility bill for gas, water or electricity for your previous address to prove that you were living at the address at the time of application.

You will also need proof of your **new address**.

If you do not provide the required proofs of address, we will assume your child does not live in the catchment area. Even if you prove that you live at the address yourself, we still need proof that your child lives there as well.

Please be aware that irrespective of the proof you provide, we may ask you to supply further evidence to verify your address or prove a sibling link.

SECTION 7: Proof of address (continued)

Proof that the child lives with you

We would also require proof that the child lives with you. Therefore, please provide **at least two documents** to prove that your child lives with you.

For example; a letter from your child's GP, dentist, hospital, optician; child's NHS registration card; medical letter or prescription within the last 12 months; immigration documents; child benefit letter for the current financial year showing the home address and child's name; letter from Social Care or housing department confirming your child's placement at the address; or a photocopy of any state benefit letter for the current financial year which clearly states your child's name and address.

Proof of the child's Date of Birth

One of the following documents **must** be provided:

- The child's birth certificate **or**
- The child's passport (this must be valid) **or**
- European Economic Area (EEA) identity cards **or**
- Home Office paperwork including the child's name and date of birth
- Prescription or medical letter.

Proof of Parental Responsibility

Where there is any doubt about parental responsibility, we may ask you to provide proof of parental responsibility. In such cases, whatever you choose to provide will be entirely up to you. However, it must indicate that you have parental responsibility.

In law, having "Parental Responsibility" (PR) means all the rights, duties, powers, responsibility and authority that a parent of a child has in relation to the child and his property.

For example, having the right to make important decisions about the child's life in areas like medical treatment and education. People other than a child's natural parents can acquire parental responsibility through;

- being granted a residence order
- being appointed a guardian

According to current law, a natural mother always has parental responsibility for her child. A father however, has this responsibility only if he is married to the child's mother or has acquired legal responsibility for this child in a manner detailed below.

Changes in the Adoption and Children Act 2002 mean that from 30 December 2005 unmarried and same-sex couples that have jointly adopted a child will also have equal rights with regard to parental responsibility.

Others can also acquire parental responsibility by holding a Residence Order, Emergency Protection Order, or the Local Authority via a Care Order.

Examples of documents that denotes parental responsibility include:

- The child's Birth Certificate;
- Marriage Certificate;
- Parental Responsibility Agreement entered into by birth parents;
- Copy of a Court Order giving father parental responsibility
- Child arrangement Order in respect of the child
- Upon taking office as a formally appointed guardian of the child
- Adoption Order

- Upon taking office as a formally appointed guardian of the child

If none of the documents can be provided

If you can't provide any of the documents above, a sworn affidavit, statutory declaration or affirmation must be provided. It must state the parent's and child's full name, address, the date you started living at that address and the child's date of birth.

The document must be signed by a solicitor holding a current practicing certificate issued by the Solicitors Regulation Authority.

Please note that Slough Borough Council cannot contribute towards the cost of obtaining this documentation.

Please note: it is an offence to give a false address. If we offer your child a school place based on information which then turns out to be false or misleading, we reserve the right to withdraw the offer and your application will be re-considered based on the correct facts. This may apply even if your child has started at the school offered.



SECTION 8: Oversubscription criteria

FOR COMMUNITY SCHOOL (WEXHAM SCHOOL) FOR 2022-2023

Admission arrangements for Slough Community Secondary School (Wexham School) for 2022-23

As the admissions authority, the local authority gives priority to children whose parents have applied for a school place by the published deadline. Wexham School do not always have enough places available for every child whose parents have applied for a place. In this case the local authority will use an order of priority for admissions to Wexham School.

The local authority will admit children with a statement of special educational needs or an education health and care plan which names a school. This will be in addition to any specific arrangements to specialist provision.

The order of priority for all other children is as follows:

- 1. A Looked after child** (as defined in the Children Act 1989) or a child who was previously looked after and has left care under a Child arrangements order, special guardianship order or who was adopted; and those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in care as a result of being adopted
- 2. Exceptional Medical/Social need** – Applicants whose child's medical or social circumstances require attendance at a particular school rather than any other school.
- 3. Sibling** - Children who will have a brother or sister, including all blood half-, step-, adoptive and foster brothers and sisters of the child (not cousins) who live at the same home as the child on roll, at the Wexham School in September 2022. If the older child is year 11 or year 12 at the time of application, the Local Authority will ask the school whether it is expected that s/he will still be attending the school in September 2022

- 4. Children of staff** – children of any member of staff, regardless of role in the school where
 - a. The member of staff has been employed at the school for two or more years at the time of application or
 - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- 5. Catchment area** - Children who live in the catchment area of the school
- 6. Distance** - Distance will be measured in a straight line using the co-ordinates from the National Property Gazetteer from the centre of the child's home address (including flats) to the school's main gate

*For the purposes of admissions, the Department for Education definition of sibling is as follows:

'Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address.

Every effort will be made to ensure that brothers or sisters (as defined above) and those from multiple births can attend the same secondary school, understanding that the local authority must comply with the Education (Infant Class Sizes) (England) Regulations 1998.

Tie Breaker

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. Distance will be measured in a straight line using the co-ordinates derived from the National London Property Gazetteer from the centre of the child's home address to the school's main gate. If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

Parents should note that admission to Year 7 is determined using the admission criteria for Wexham school.

Waiting list

Slough will maintain a waiting list for Wexham School. To ensure that Slough meets its duty to continue to co-ordinate admissions beyond the offer date and comply with the parents' highest possible preference, Slough will ensure that waiting lists do not contain lower ranked preferences.

Waiting lists for Wexham School will include those who have moved to the area and were unable to make an 'on time' application. Waiting lists are held in the order of oversubscription criteria, not in order of when an application is received. This means a child's position can move down as well as up following the addition of any applications that may have a higher priority.

The waiting list will be in operation until the **31 August 2022**. Slough will contact parents/carers in August 2021 to ask whether they wish their child to remain on the waiting list until **31 December 2022**. If parents/carers do not respond, their child's name will be removed from the waiting list on 31 August 2022. To remain on the waiting list beyond 31 December 2022, parents/carers will be required to complete an in-year application.

Late applications

Application forms must be received by Slough Borough Council by the closing dates stated in the published schemes. Applications received after these closing dates will be considered as late applications and will be processed after places have been allocated to applicants who applied on time.

There may be exceptional circumstances the application may be considered as on time but must be received by dates stated in the scheme. This also applies to any changes to the application e.g. order of school preference.

SECTION 9: Oversubscription criteria

FOR OWN ADMISSION AUTHORITIES

This section sets out the oversubscriptions criteria adopted by the governors of each own admission authority school in Slough. These pages are a synopsis of the individual schools' admissions arrangements. You should refer to the school's own website for sight of the full admissions policy or contact the schools if you are in any doubt about this.

All information given is up-to-date at the time of printing.

To see each School's admission policy, please click the relevant button below to visit their website and view their criteria.

Baylis Court School

[Admissions Policy for 2022-2023](#)

Herschel Grammar School

[Admissions Policy for 2022-2023](#)

St Joseph's Catholic High School

[Admissions Policy for 2022-2023](#)

Beechwood School

[Admissions Policy for 2022-2023](#)

Langley Grammar School

[Admissions Policy for 2022-2023](#)

The Langley Academy

[Admissions Policy for 2022-2023](#)

Ditton Park Academy

[Admissions Policy for 2022-2023](#)

Lynch Hill Enterprise Academy

[Admissions Policy for 2022-2023](#)

The Westgate School

[Admissions Policy for 2022-2023](#)

Eden Girls School

[Admissions Policy for 2022-2023](#)

Slough and Eton Enterprise College

[Admissions Policy for 2022-2023](#)

Upton Court Grammar School

[Admissions Policy for 2022-2023](#)

Grove Academy

[Admissions Policy for 2022-2023](#)

St Bernard's Catholic Grammar School

[Admissions Policy for 2022-2023](#)

Wexham School

[Admissions Policy for 2022-2023](#)



CHECKLIST:

Have you...

- ✓ made sure that all addresses (including postcode) on your application are correct?
- ✓ checked to make sure your child's date of birth is correct?
- ✓ told us if your child has a statement of special educational needs (or an education and health care plan) or is in care?
- ✓ listed up to six schools in order of preference?
- ✓ told us why you want each of your schools?
- ✓ noted any documents that will need to be supplied and to whom to support your application?
- ✓ finally, submitted the form and received an acknowledgement email?

If you need help with any part of this process, then please contact the admissions team on **01753 875728** or call/email the relevant people as per the information contained in this booklet.

Please remember: Your online application must be submitted by midnight on 31 October 2021



Special Schools in Slough

Please note: Places at these schools are allocated through Slough Borough Council's assessment and review team.

Arbour Vale School

Farnham Road, Slough, SL2 3AE

Telephone: 01753 515560

Headteacher: Neil Sykes

office@arbourvaleschool.org

www.arbourvaleschool.org

Littledown School

Queens Road, Slough, SL1 3QW

Telephone: 01753 521734

Headteacher: Angela Mumford

post@littledown.slough.sch.uk

www.littledownschool.co.uk



SECTION 10: School transport

Please note: This is a very short summary of the council's School Transport Policy.

If getting to school may be an issue for you, you should read the whole of the policy before making your preferences for school places. Full details of the current policy are available at www.slough.gov.uk/schooltransport or telephone 01753 875728 for a copy to be sent to you.

It is a parent's responsibility to ensure that their child can get to school.

Only a very small number of children qualify for free home to school transport as most catchment schools will be under the two or three mile lower limit (according to the age of the child). If you make a preference for a school other than your catchment school you will be expected to make your own arrangements for your child's journey to and from school and to meet any costs involved.

When is transport available?

Slough Borough Council will provide free transport for a pupil if they live within the boundaries of Slough Unitary Authority (i.e. the family's council tax is paid to Slough council) and the nearest suitable school at which the pupil is registered is not within walking distance of home measured by the shortest walking route, being:

- More than two miles for primary pupils up to and including year 3 (age 8) and
- Three miles for primary pupils in years 4, 5 and 6 (ages 8 to 11)

Primary school children from low income families qualify for free school transport if they:

- Are aged 8 to 11 years
- Go to their nearest suitable school, and live more than two miles away from school

Slough Borough council will provide free transport for a pupil if they live within the boundaries of Slough Unitary Authority (the family's council tax is paid to Slough council) and meet one of the following criteria:

- The nearest suitable school at which the pupil is registered is not within walking distance of the pupils home, i.e. more than three miles for secondary pupils measured by the shortest available walking route
- Where the pupil lives further than the maximum distances referred to above and is registered at the designated school (as designated by the Slough council for transport purposes) measured by the shortest available walking route
- Where the school attended is not the nearest suitable school or the designated school (as designated by Slough council for transport purposes) for the pupil's home address, and is further than the qualifying walking distances, and the Admissions Team can confirm that at the time of transferring to the school there were no available places at the designated school or at any school nearer to the pupil's home.

Secondary-aged pupils from low income families qualify for free school transport if they:

- Attend one of three nearest suitable schools which are more than two miles and less than six miles (measured by the shortest available walking route) from the home address
- Attend the nearest school chosen on the grounds of religion or belief, and the school is between two and fifteen miles away from their home address.



SECTION 11: In-year Admissions

In-Year Admissions

If your child is or has been at a secondary school and you want to move them to a different school during an academic year, you need to apply for an in-year admission.

An in-year admission is when you apply for a school outside the normal admissions at a time when your child should already be attending school. You would normally be making an in-year application if you have recently moved, just arrived in Slough or you want to transfer your child to another school.

You can apply to us for schools located in Slough. For some schools, you will need to apply direct.

Schools currently participating in the in-year co-ordination

Slough Borough Council co-ordinates all in-year admissions for the following schools.

School name	Telephone	Website
Baylis Court School	01753 531760	www.bayliscourt.slough.sch.uk
Beechwood School	01753 520473	www.beechwood.slough.sch.uk
Ditton Park Academy	01753 537594	www.dittonparkacademy.co.uk
Grove Academy	01753 517359	www.groveacademy.co.uk
Lynch Hill Enterprise Academy	01753 691583	www.lhea.org.uk
Slough and Eton Enterprise College	01753 520824	www.slougheton.com
Wexham School	01753 526797	www.wexhamschool.co.uk



Schools currently NOT participating in in-Year co-ordination

The following schools have chosen not to participate in the locally agreed co-ordinated in year admissions and will accept applications directly.

It will **NOT** be possible for the council to process an application for one of these schools.

School name	Telephone	Website
Eden Girls School	01753 351010	www.edengirlsslough.com
Herschel Grammar School	01753 520950	www.herschel.slough.sch.uk
Langley Grammar School	01753 598300	www.lgs.slough.sch.uk
St Bernard's Catholic Grammar School	01753 527020	www.st-bernards.slough.sch.uk
St Joseph's Catholic High School	01753 524713	www.st-josephs.slough.sch.uk
The Langley Academy	01753 214 440	www.langleyacademy.org
The Westgate School	01753 521320	www.westgate.slough.sch.uk
Upton Court Grammar School	01753 522892	www.uptoncourtgrammar.org.uk



You can apply for a in-year school place via the Slough Borough Council website.

Before you make an in-year application for a school participating in the Council's in-year co-ordination, please be aware that:

- The child must be resident in the UK
- You can only submit an application if you are the person with parental responsibility for the child
- The child's current permanent address must be used on the application
- You may state up to three preferences on the application
- An incomplete application may delay your child's admission to school
- Any revised school preferences submitted will take precedence over any previous preferences
- Where a place cannot be offered at any of your preferred school, we will offer your child a place at the next nearest school closest to your home with an available place; and automatically add your child's name to the waiting list of your preferred schools.
- Waiting list for in-year admissions will last for one academic year. A new waiting list is automatically created at the beginning of each school year. If you want your child's name to be placed on the new waiting list, you must submit a new application form to Slough Borough Council in July/August.
- If you are a UK resident, your child must continue to attend their present school or be educated otherwise than at school until s/he starts at another school.
- We expect your child to take up the school place within 10 school days of the offer letter and you must contact the admissions team if the start date is delayed.
- Your application must be submitted with proof of address before it can be processed.

SECTION 12: Frequently Asked Questions

My child was not offered a place at one of our preferred schools.

Unfortunately your preferred school was over-subscribed, and all the children offered a place had higher priority under the school's admission criteria. Your child is automatically added to the waiting list for higher preference schools than the school you have been offered. Although a place cannot be made available at the present time, the position may change over the coming weeks and months as some parents decide not to accept the offers they have received. However, please note any places that become available will be offered from the waiting list strictly in accordance with the school's published admission criteria and there is no guarantee that you will be offered a place before September.

You will have been offered a place at an alternative school which would have been the next nearest school with available places. If you would like information about other schools which may have vacancies or short waiting lists or wish to make applications for other schools, please contact the Admissions Team.

I don't agree with the decision not to offer my child a place at our preferred school.

If your application has been unsuccessful, you will be added to the school's waiting list. You also have the right to appeal to an independent appeal panel against the decision made to not offer your child a place at your preferred school. When considering whether to appeal, it is important that you are aware that although the law allows you have the opportunity to appeal against admission decisions, it does not give your child the right to a place at a particular school. There is no guarantee that your appeal will be successful.

Why has a child who lives near me been offered a place at my preferred school, but my child hasn't?

Community school, Foundation school, Free school or Academy?

- This will be because siblings and children who live nearer to the school than your child have been offered all the available places.
- Although you may live fairly near to a school, if there were enough other applicants living closer than you to fill the available places, it will not have been possible to offer your child a place.

Church or Faith school?

- This will be because children who meet the religious criteria more fully, and/or who live nearer to the school than your child, have been offered all the available places.
- If there are more applicants who meet the religious criteria than there are places, most schools will decide which children will get a place based on how close they live to the school.

Please contact the school if you need more information about the religious criteria

Last year children living in my area got a place at my preferred school, so why hasn't my child been offered a place this year?

Usually, distance from the school is used in the case of a tiebreak, therefore the child you are referring to may meet different admission criteria or lives slightly closer to the school than you. The pattern of applications can also vary from year to year, ie there may be more pupils living closer to the school or who have a sibling already attending the school. This in turn will lead to a change in the allocation of places at a school from year to year.

What happens if I don't accept the school offered to me?

You can choose how to educate your child. If you have accepted a place at another school, ie an independent school, you should inform us that you do not want to accept the school you have been offered. This will enable another child

to be offered the place your child vacates.

If the council are unable to ascertain whether you want the school place within a reasonable time (by 14 March), it will be assumed that you do not want the place and it will be withdrawn. If, by September, the council has not been notified of your intention to provide your child with education, your case may be referred to Children Missing Education.

Please note there is no guarantee that you will be offered a place from your preferred school's waiting list or on appeal. If you have been offered a place at another school you should therefore accept this in the meantime.

How important is distance from home to school?

Distance from home to school is used by many schools to decide which children qualify for a place. Unless your application meets religious criteria for a church school, you are more likely to be offered a place in a school closer to home than one further away. However, this isn't always the case, especially if the nearby school is particularly popular.

What is an Admission Authority?

The admission authority is the body responsible for setting the admission criteria and deciding which children should be offered places at a particular school. This will vary according to the type of school.

For community schools the admission authority is the council whilst for foundation schools, voluntary aided schools, academies, and free schools it is the school's governing body or academy trust.

My child does not have a school place for September

If you have not already applied for a school place, you should do so immediately. If you live outside of Slough, you should contact your home local authority.

If you have made an application, this will mean that unfortunately all your preferred schools were over-subscribed,

and the children offered a place had higher priority under the schools' admission criteria. If you wish to be included on the waiting list for any of your preferred schools you should contact the admission authority for the school. Although a place cannot be made available at the present time, the position may change over the coming weeks and months as some parents decide not to accept the offers they have received.

However, please note any places that become available will be offered from the waiting list strictly in accordance with the school's published admission criteria and there is no guarantee that you will be offered a place before September. You will have been offered a place at an alternative school which would have been the next nearest school with available places.

If you would like information about other schools which may have vacancies or short waiting lists or wish to make applications for other schools, please contact the Admissions Team by email at admissions.helpline@slough.gov.uk

Am I guaranteed a place for my child in one of the schools I list?

No, this cannot be guaranteed. Much depends on:

- how many people apply for places at each school
- whether applicants have brothers or sisters already there
- and other factors.

These things can vary from year to year. The more schools you list, the better your chances of getting a place for your child at one of them.

Admission authorities publish information on the number of applications to schools in previous years and how far away schools have tended to recruit from. This can give you some idea of how likely it is you will obtain a place - but it is only a guide, not a prediction. It can help you make a more realistic choice, but you are entitled to express a preference for any school you wish.

Does the order in which I list my schools affect my chances of getting a school place?

No, we will not pass on details to the school of where the

school is ranked within your preferences. No school will be told about other schools you have applied for.

The order of preference is only used where it is possible to offer you a place at more than one school. For example, if you list four schools and you could be offered a place at Numbers 2 and 4, you will be offered School 2 - the highest ranked on your list.

Do I have to apply for a school place?

Yes - everyone must apply.

If you would like your child to attend a school which is state funded, the law states you must make an application for admission. Neither the local authority nor the school will assume you want a place and reserve one for you; even if you have an older child attending the same school, your child attends a nursery class at the school or you live next door to the school.

My older child was allocated a place at a particular school last year; does this guarantee a place for my younger child this year?

No. It is not possible to guarantee a place for siblings. The number of pupils who are offered a place depends on the number who apply and where they live.

Should I list the catchment school for my home address?

Yes. If you do not list the catchment school for your home address as a preference it may fill up with children whose parents have listed it as a preference. If we are then unable to offer you your preferred school we would have to look at the next nearest school with places available.

This school may be further away from your home address than you would like, therefore you should consider carefully how you intend to get your child to school. If you are unaware of the catchment school for your home address, please contact the Admissions Team.

Please note if you list a school which is not your catchment school you will be responsible for transport arrangements and any associated costs for the duration of your child's time at that school.

How can I assess the likelihood of securing a place for my child?

You can work out how high up the list of admission criteria your child will be by looking at the schools admission policy (see Section 8 & 9) in this booklet. The admission policy will also tell you how many children the school can admit. You may also want to look at how many children were admitted under each admission category in previous years. However, you must treat this information with caution because circumstances can change from year to year. For example, if a new housing development opens in the catchment area of a small infant school, it may affect the number of out-catchment applicants the school can admit.

Do I have a right to a place at the school of my choice for my child?

No. Parents do not have an absolute right to choose the school they want for their child. Parents have a right to express a preference for a school and the council and other admission authorities have a duty to comply with that preference except where it would prejudice what the 1998 School Standards and Framework Act calls 'efficient education or the efficient use of resources'.

If the council or governors of an admission authority school are unable to meet a parental preference, parents have the right to appeal to an independent appeal panel.

Will my child be guaranteed a place in the catchment area school?

The council cannot guarantee places in any school. If you apply to your catchment school the chances are usually high that you will be offered a place, but this cannot be guaranteed. Changes in the pattern of parents' preferences and changes in local population may mean that a few schools will be oversubscribed from within their catchment area.

My Secondary School Preferences

Preference 1:
Preference 2:
Preference 3:
Preference 4:
Preference 5:
Preference 6:



Starting Secondary School in Slough Borough Council 2022/23

The Admissions Team, Slough Borough Council, Observatory House, 25 Windsor Road, Slough SL1 2EL

Telephone: 01753 875728 (Telephone opening hours: 10am - 4.30pm, Monday to Friday)

Email: admissions.helpline@slough.gov.uk • www.slough.gov.uk/admissions