



# Admissions Policy

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**Author:**

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## ADMISSIONS POLICY

### Criteria for Secondary Community School

#### (Wexham School)

Wexham School is a community school, within the Local Authority of Slough. The school's Planned Admission Number for 2024 is 240.

#### Application Procedures

Parents who wish to apply for a place for their child at Wexham School must apply using the Common Application Form (CAF) that can be obtained from the Admissions and Access Team.

Visit [www.slough.gov.uk/admissions](http://www.slough.gov.uk/admissions)

#### Criteria for Community Schools

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the school is named in the Plan, priority for admission will be given to those children who meet the criteria set out below:

- 1. Children in Public care** (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 were adopted.
- 2. Catchment area** Children who live in the catchment area of the school.
- 3. Exceptional Medical / Social Need** Children who have medical or social grounds for admission. These reasons must be fully supported in writing from a professional person involved in the case, such as a doctor or social worker. This must show that the school requested is the only school that the child can attend because of the medical or social needs. All documents must be submitted with the CAF or with a printed copy of the online form if completed online
- 4. Sibling** Children who will have siblings at the school at the time of the child's admission.
- 5. Links with Primary Schools** Children who attend a Primary school that is formally linked with the secondary school (Wexham Court Primary School).
- 6. All other applicants** - Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the LA's computerised measuring system, with those living closer to the school receiving the higher priority

### **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. If the distances are equal, a place will be allocated by drawing lots in the presence of an independent witness.

### **Waiting list**

Slough keeps a waiting list for each school which is oversubscribed. 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 Slough Community Schools 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.

### **In-Year Admissions**

To apply for in-year admission, applicants will be required to complete Slough Borough Council's application form. All applications will be considered in accordance with the published admission criteria as above. For places available a child will be admitted unless due diligence finds a specific reason, i.e. safeguarding, to refuse or delay. If there is a waiting list, the applications will be ranked in accordance with the oversubscription criteria. Whenever a new applicant is added to the waiting list, the list will be reordered in accordance with the oversubscription criteria.

### **Appeals**

Applicants who are refused a school place have the right of appeal by an independent appeal panel. Information regarding the process and timescales will be made available at the time of the outcome.

### **Autism Resource Base**

Wexham School provides a number of places for pupils on the Autism Spectrum. Allocation of these places is decided by the Local Authority's SEN Panel and the School.

### **Sixth Form**

Wexham students who meets the admission criteria for the Sixth Form (published on website) will automatically be given a place in our Post 16 provision. External applicants must also meet the admission criteria.