



# **ADMISSIONS POLICY**

*To be reviewed January 2017*

## ADMISSIONS POLICY

### **Introduction**

The Governors of The Godolphin Junior Academy form the admissions authority for The Godolphin Junior Academy and are committed to operating a transparent Admissions process to the school. The standard number of pupils intended to be admitted in the academic year 2016 - 2017 is 120 giving a planned accommodation level of 450.

### **How and when to apply**

If you are a resident of Slough Borough Council and you have a child whose date of birth is on or between 1 September 2009 - 31 August 2010, then you will be required to apply for a primary school place for the 2016-2017 academic year. This application needs to be made by 15 January 2016. You must only apply through Slough Borough Council if you are a Slough Borough Council resident.

If you are not a resident of Slough Borough Council you will need to apply through your Home Authority. You will still be able to apply to The Godolphin Junior Academy through your Home Authority.

You can apply for a school place online: [here](https://capita.slough.gov.uk/ccsenterprise_admissionsonline_live/)  
[https://capita.slough.gov.uk/ccsenterprise\\_admissionsonline\\_live/](https://capita.slough.gov.uk/ccsenterprise_admissionsonline_live/)

You can apply online for a Year 3 place for an entry to the School in September 2016, so long as:

- You apply between 1<sup>st</sup> December 2015 23:59 15 January 2016
- You live in Slough
- Your child was born between 1 September 2009 and 31 August 2010

### **In-Year Admissions**

If you wish to apply for a school place during the year then you must follow the in year admissions process. Please note, there is no online process for in year admissions.

Application forms for in year admissions can be obtained from the Admissions and Access Team. You can apply directly to your preferred school if there is a vacancy. If not, please return your application form to the Admissions and Access Team. The team will help you find a school and can advise you about waiting lists and appealing.<sup>1</sup>

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<sup>1</sup> This information was taken from The Slough Borough Council website and can be found here <http://www.slough.gov.uk/schools-and-learning/in-year-admissions.aspx>

## Appeals

Appeals for admission to the School are handled solely by Slough Borough Council. For information regarding the process please see the council [website](#) or use the below url.

<http://www.slough.gov.uk/schools-and-learning/school-admissions-appeals.aspx>

Alternatively, please contact Democratic Services on 01753 875015.

## **Admissions Criteria**

The criterion the school uses for admissions is as follows: -

1. Children whose home address is in the designated area of the school.
2. Children who have siblings attending the school.
3. Children who have strong medical or social grounds for admission. These reasons must be fully supported in writing from a professional person, such as a doctor or social worker, and returned with the application form. Examples of strong medical or social grounds could be serious domestic and family problems or chronic medical conditions.
4. Children who have attended The Godolphin Infant School.
5. Children of staff at the school will be given priority in oversubscription criteria in either or both of the following circumstances:
  - a) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6. All other applicants (out of school catchment area).

The following points should also be noted.

1. In cases where insufficient places are available in the school to meet the needs of the children in a particular admissions category, admission will be decided by identifying those children whose applications fulfil more than one of the admission criteria, applied in priority order.
2. Where application of the arrangements described in Point 1 above fails to distinguish sufficiently between the applicants, final decisions on admissions will be based on geographical proximity (according to the Geographic Information Systems) to the school.
3. The governors will not allow any class to exceed 30, as this is the maximum size suitable for the classroom size of the school.

In over-subscription the following criteria will apply:

- Pupils with a Statement of Special Needs have priority for a place a school where that school is named in the Statement.
- Slough Looked-After-Children are given priority for places at schools, after pupils with statements, where the school is named in the statement.

Parents should contact the Admissions Officer before the commencement of a term, where possible, concerning the availability of places, as there is usually a waiting list.

### **Waiting List**

Below are notes on how the admissions waiting list operates:

- Potential pupils are added to the list in the year-band they currently fall into.
- The distance is calculated from a pupil's house to the school in metres.
- The potential pupil on the waiting list who lives closest to the school will go to the top of the waiting list.
- The waiting list also incorporates the admissions criteria as detailed previously.
- Parents will be notified when a space becomes available.
- Each term, the Admissions Officer will write to those who are still on the waiting list, asking if they wish to remain on the list. If the answer is no, then the pupils name will be removed from the list. Parents have to reply within one week of receipt of the letter.