



Langley Hall Primary Academy

Ad Vitam Paramus

Admissions Arrangements for September 2017

Langley Hall Primary Academy is a Free School, which means that it is funded by the Government but not under Local Authority control. It is not connected in any way with Langley Academy or Langley Primary Academy which are other local schools.

The school operates from two sites: the Langley village site in Station Road for Upper School children (years 3-6) and the St Mary's Road, Langley site for Lower School children (reception classes and years 1-2).

How to Apply

It is important that you make your choice to apply for a place at Langley Hall Primary Academy after you have looked at our website (www.lhpa.co.uk) and read about our vision, ethos and philosophy.

We hold Open Mornings throughout the year to give you an opportunity to look around the school and ask us questions. Open Morning dates will be posted on our website.

We believe that parents or carers should make a fully-informed decision to apply for a place at our school, as we have some very specific curriculum requirements (e.g. all children are required to learn to play at least two musical instruments and to take part in swimming lessons unless there are medical reasons for exemption). Please be aware that we will ask successful applicants to sign a home/school contract to confirm their acceptance of these requirements.

How you make an application for a place at the school, or to go on our waiting list will depend on the age of your child. As it can be confusing, we have explained the process by age group below.

To apply for a place in Years 1-6 (ages 5-11)

1. Check our website (www.lhpa.co.uk) to see if the school is right for your child.
2. Come and visit us on one of our Open Mornings.
3. If you wish your child to be admitted to a class other than in their normal year group (eg a year higher for gifted and talented or a year lower for children who have missed a lot of school for any reason) please discuss this first with the Executive Headteacher.
4. Complete an application form and RETURN IT DIRECTLY TO THE SCHOOL, marked for the attention of the Admissions Manager. Forms can be downloaded from the website or collected from the school office.
5. Your child will then be offered a place or placed on the waiting list according to our admissions and oversubscription criteria.

To apply for a place at the school in the Reception Year Group (age 4-5 only) for September 2017

For children born between 01.09.12 and 31.08.13: apply by the Slough Common Admissions Process for children entering Reception classes in the September after their 4th birthday, as described below.

Children born between 01.04.2013 and 31.08.2013 ("summer-born") can, if parents prefer, request admission to reception in September 2018: they should apply through the same admissions process as for 2017 entrants, after notifying both Slough Borough Council and the school of their intention to defer entry. Please discuss the implications of delayed admission with Mrs Eaton, Executive Head, before committing to this course of action.

Applicants need to complete the **Slough admissions form**, preferably on-line, at www.slough.gov.uk/admissions between 1st September 2016 and 15th January 2017. The form can also be printed off and filled in manually if preferred. Parents of children living in other boroughs should contact their own councils for advice on how to proceed.

Please also complete our “**Expression of Interest**” form so that we can keep in touch with you to inform you of any special events we are holding for prospective pupils and their parents. Do this as soon as you decide you might apply to the school: *do not wait until December to fill in the Expression of Interest Form, which can be downloaded from our website.*

- A total of 104 pupils will be admitted to the 4 reception classes (class size is set at 26 by permission of the Department for Education, due to restricted space).
- Applications should be made after 1st September 2016 and must be received by Slough Borough Council by midnight on 15th January 2017.
- Applications received after the closing date will be deemed to be late applications and will be considered after those which are received on time.
- Applicants will be notified by letter sent in mid-April 2017 if a place is available for their child to start in September 2017 (or September 2018 for summer-born children choosing to defer admission).
- Proof of your child’s age is required in the form of a copy of the short birth certificate or passport, prior to admission.
- The offer of a school place is made only if your child fulfils the admissions criteria.
- If you supply false information which gives your child an unfair advantage over other applicants, the offer may be withdrawn. You would be required to make a fresh application giving the correct details, which would be processed in line with the new information.
- Deferred entry or part-time schooling may be possible if your child is under compulsory school age (i.e. is between 4 and 5 years of age), but only in the year of application.

*PLEASE NOTE: our Expression of Interest form is only to register your interest in Langley Hall Primary Academy and allow us to keep in touch with you. It is not an application form and you must apply for a place via Slough admissions at: www.slough.gov.uk/admissions

Admissions Criteria

Children with a Statement of Special Educational Needs or Education and Health Care Plan, where Langley Hall Primary Academy is named on the Statement or Plan, will be admitted ahead of all other applicants.

Oversubscription Criteria

In the event of there being more applications than places available, other applicants will be admitted in the following order:

1. Looked-after children who are under the supervision of the local authority at the time of application or who have been adopted following a period of being in care.
2. Children with an older sibling at the School at the time of admission. Siblings will include: brothers and sisters; half-brothers and sisters; step-brothers and sisters; adopted brothers and sisters, or the children of the parent/carer’s partner, but only if the child for whom the place is sought is living in the same family unit, at the same address as that sibling.
3. Children of all staff, including peripatetic staff, who have worked at LHPA for at least 2 years, or of staff members who are recruited to fill a post for which there is a demonstrable skill shortage. Step-children, foster-children or adopted children of staff, will be accepted within the definition of “children”.

4. Children with a disability, medical or social need where it is suggested that Langley Hall Primary Academy would meet their needs above all other schools. Evidence of this would be required in the form of an official report from e.g. a Doctor, Social Worker or Educational Psychologist.
5. Children whose home address is within the catchment area defined as being within a circle of 3.25 miles' radius from the Upper School's front gate in Station Road, Langley. If more children qualify for admission under this criterion than there are places available then the distance criterion shall be applied*.
6. All other applicants. If there are more children than places available then the distance criterion shall be applied*.

***Distance criterion**

Those who live closest to the school as defined by the distance from the Upper School's front gate in Station Road, Langley to the front door of the child's home using Slough Education Department's distance calculator will be offered any remaining place(s). If this calculator is not available for use, then the distance will be measured by the shortest travel distance to school using Google maps car route option.

Tie Breaker

In the event of two or more children being equally qualified for a single vacancy, the following tie breaker will apply:

Random allocation, supervised by a person or persons completely independent of the school.

Appeals

Applicants have the right to appeal if a school is unable to offer a place to their child.

Appeals will only be considered if an application in writing has been made and a place not awarded.

Appeals must be in writing.

Advice on how to make an appeal is available on our website

Appeals are heard by an independent panel which operates according to the Appeals Code.

The School will exercise its right to hear no more than one appeal for any individual child in any academic year.

The deadline for appeals for reception places to commence in September 2017 will be announced on our website

Although appeals may be made at any time, the majority for reception will be heard within a short period after the deadline and it is likely that any available places would be allocated then.

The address for appeals will be on our website but please make sure that you read the advice section before making an appeal

Catchment Area (3.25 mile radius from Upper School gate)

