

Determined Admission Arrangements for Slough Community Secondary School for 2025-26

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Introduction

What is this document about?

This document is about the determined admission arrangements of Slough community secondary school i.e Wexham School – for 2025-26

What are admission arrangements?

Admission arrangements are the overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means to determine whether a school place is to be offered.

Each year all admission authorities must review the admission arrangements for their schools, and formally set, or 'determine', these arrangements by 28 February.

Governing bodies/Trustees of voluntary aided and foundation schools, free schools and academies are the admission authority for their school. **Slough Borough Council is the admission authority for Wexham School.**

Section 1

Published admissions criteria

Published Admissions Number (PAN) is the number of pupils that a school can admit into each relevant year group i.e reception, year 7 and year 12.

As part of the admission arrangements for a school, the admission authority must set an admission number for the “relevant age group” i.e. the age group at which pupils are, or will normally be admitted to the school i.e Year 7.

Wexham School is the only community secondary school in Slough.

The published admission numbers (PANs) for Wexham School for 2025-26 is shown below:

Community Secondary Schools	Published Admission Number (Pan) 2025-26
Wexham School	240

Section 2:

Over-subscription Criteria of Community Schools 2025-26

Admission authorities for schools are required to have oversubscription criteria for each school. Oversubscription criteria refers to the published criteria that an admission authority applies when a school has more applications than places available to decide which children should be allocated a place.

All children whose Education, Health and Care Plan names the school will be admitted. If a school is not oversubscribed, all applicants will be offered a place.

Where a school is oversubscribed, the order of priority that will be applied for all children is as follows:

1. Looked after child

Looked after children and all previously looked after children, including 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. (See note below)

2. Exceptional Medical/Social need

Children who have exceptional medical or social circumstances require attendance at a particular school rather than any other school. The reasons must be fully supported in writing by a professional person involved with the child 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 exceptional medical and social needs. All documents must be submitted with the common Application Form (CAF) or with a printed copy of the online form if completed online. (see note below)

3. Sibling

Children who have a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister (not cousins), living in the same family unit at the same address as the child on roll at the school - at the time of application and expected to still be on roll at the time of admissions.

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. Distance

All other applicants who live nearest from home to school.

Tie Breaker

In the event that two or more children in all other ways have equal eligibility for the last available place at the school and cannot be separated, their names will be issued a number and drawn randomly to decide which child should be given the place.

Multiple births

If children of multiple birth (twins and triplets) require admission in the same year group and there is only one place available within the published admission number, places will be offered to those children over and above the school's PAN.

Waiting list

The Local Authority will maintain a waiting list for all community schools. To ensure that the LA, as the admissions authority, meets its duty to continue to co-ordinate admissions beyond the offer date and comply with the parents' highest possible preference, we will ensure that waiting lists do not contain lower ranked preferences.

Waiting lists for community schools will include all those that applied after the national closing date. Waiting lists will be 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 **31 December 2025** in the academic year of the reception admission. Parents should complete and submit an in-year application form thereafter if they wish their child's details to be kept on the waiting list for the remainder of the academic year.

For the in-year waiting list, parents must complete and submit a new application form at the beginning of the new academic year.

Late applications

Application forms must be received by Slough Borough Council by the closing date (31 October 2025). Applications received after the closing dates will be considered as late applications and will be processed after places have been allocated to applicants who applied on time.

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

Definitions and notes

The following definitions will apply to all community and voluntary controlled schools in Slough.

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.

It may be necessary to use other OS maps or online resources for any home address outside of the Slough local authority area not covered by the local authority's computerised distance measuring system. In the case of flats, the priority is that of floor level i.e. ground, first, second etc. in that order.

Home Address

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 the child stays or sleeps because of special domestic arrangements or personal circumstances cannot be considered.

Shared responsibility

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/carer eligible to receive Child Benefit and Child Tax Credit.

If different applications are received for the same child with different addresses, or the Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until such time that:

- one joint application is made; or
- written agreement is provided from **both** parents; or
- a court order is obtained confirming which parent's application carries precedence.

Previously looked after children

Previously looked after children are children who are looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Section 3

Admission of children outside their normal age group

It is usual practice for children to be educated in the school year groups as determined by their date of birth. However, there is no statutory barrier to children being admitted outside of their year group. Parents do not have the right to insist that their child is admitted to a particular age group but they may make a request for this to happen. Such requests may be made for a variety of reasons, for example where a child has moved to the area from abroad, has missed schooling due to illness, has a marked gift or talent or a summer born child. In most cases differentiation of the curriculum and or additional support should address the issue. Nonetheless, decisions regarding such request will be made on the basis of circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- Parent's views.
- Information about the child's academic, social and emotional development.
- Where relevant, the child's medical history and views of the medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may have naturally fallen into a lower age group if it were not for being born prematurely
- Views of the headteacher.

Accelerated Admission

Accelerated admission would only take place when the child's parents and the professionals who have been working with the child agree that the needs of the child cannot be met within his or her year group, and that the benefits of the child moving out of their normal year group outweigh any social or emotional disadvantages.

For accelerated admission a child must demonstrate:-

- Very exceptional intellectual ability, an unusually mature use of language, physical and emotional maturity and well-developed social relationships.
- There must be evidence of very exceptional ability in all areas of the child's development.
- There will be evidence of this degree of advancement throughout the child's development/education. It should not be based on early onset of puberty.

For children of statutory school age to be considered very exceptional a child would as a minimum need to have achieved exceptional levels in all areas of the National Curriculum as measured by the Standard Assessments Tests (SATs).

The views of the head teacher of the preferred school(s) will be taken into account.

In cases where a child has already been educated outside of their normal age group this will be taken into consideration, although the decision would be made on the basis of all the circumstances of the case. Any reasons for refusal will be shared with the parent.

Making an application for admission outside normal age group

Parents of children who wish to seek admission to Year 7 outside their normal age group should submit an application form for a year 7 place through the normal round of admissions.

Parents must also submit a written request to the school admissions team (at the same time) for their child to be admitted out of the normal age group. The request should include any supporting evidence. Requests for admission out of the normal year group will be considered alongside other applications made at the same time. An application from a child who would 'normally' be a Year 8 child will be considered alongside applications for Yr 7.

The admissions authority will consider the request and inform the parent of the outcome before national offer day on 1 March. There is no statutory right of appeal if a request is not agreed.

Section 4

Right Of Appeal

If a parent is unhappy with the school place their child has been offered, they have a right to appeal to the independent appeals panel. Information relating to appeals with the timetables for appeals to be heard will be on the Slough Borough Council website.

Parents can only appeal for a school for which they have expressed a preference and have been refused. The appeals panel is binding on both the local authority (as admissions authority) and the on parents/carers.

Withdrawal of offer of a school place

The local authority (as admissions authority) will withdraw an offer of a school place:

- If the offer was made in error
- Parents fail to respond within a reasonable period of time
- It is established that the offer was obtained through a fraudulent or intentionally misleading application.

Section 5

Information regarding Secondary In-Year Admissions and Fair Access Protocols

In-Year Admissions

An in-year admission is either a new applicant who is moving to Slough or an existing resident attending a Slough school who wishes to transfer to a different school. Entry is to year groups Year 7 -11 during the academic year.

The local authority, as admissions authority manages in year admissions to Wexham School. If a parent/carer wishes to apply for a Slough school as an in-year admission, they must apply direct to the local authority using the In-Year Application Form.

The admissions authority will notify the parents of the outcome of their application in writing within 15 school days. Where the school is unable to offer a school place, parents will be informed of the reason for refusal and provided with information about their right of appeal in accordance with Paragraph 2.32 of the Admissions Code.

Places for in-year admissions must be offered in accordance with the published oversubscription criteria for the school.

Details of the in-year admissions processes for Slough schools and academies will be published on the [Slough Borough Council In Year Admissions webpage](#) for each academic year by 31 August.

Fair Access Protocols:

Slough Borough Council administer the locally agreed Fair Access Protocols for children who meet the relevant criteria on behalf of and in partnership with all Slough maintained schools and academies.

The Local Authority will ensure that there is a fair distribution across all Slough schools/academies of pupils who are identified as having challenging behaviour under the agreed Fair Access Protocols.

Full details of the agreed Slough Fair Access Protocols will be published on the [Slough Borough Council In Year Admissions webpage](#).