

Admissions Policy 2025-26 for Admission from September 2027

Pippins School

Approved by:	Governing Body	Date: January 2026
Last reviewed on:	November 2025 and admission arrangements determined by governing body in January 2026 reflects the changes in the Admissions Code 2021	
Next review due by:	1 st January 2027	

Admissions Policy and arrangements

Pippins School policy and arrangements for admissions are determined by the governors of Pippins School each year. We consult with the local authority and other stakeholders as necessary when we make changes. As required by the Education Reform Act 1988 the numbers are reviewed annually. For Reception admissions in September 2026 and 2027, the Pupil Admission Number, (PAN), has been set at 30.

Pippins School is due to convert to an academy on 1st April 2026 within Marish Academy Trust. The trust admission arrangements and policy for 2027 include reference to Pippins and its Pupil Admission Number of 30, because Pippins will be part of Marish Academy Trust by the time the admission arrangements in this policy apply.

Admissions Process

If a child is enrolling into years 1-6 or looking for a Nursery place, prospective parents should visit the Slough Borough Council website. There, they will be able to access an online form to complete to express their interest in enrolling at Pippins. This process is also applicable for parent wishing to move their child/ children to Pippins School mid-year (regardless of the year group they are currently in).

The Local Authority allocates places at Pippins School and notifies parents and the school. Once a place at Pippins has been offered, parents are provided with an enrolment form. You will be asked to present your child's full birth certificate and passport to confirm their date of birth, together with proof of address. The form will also request essential information to ensure the safety and wellbeing of the child.

Prospective parents seeking a school place for their child may visit the school by appointment. Please visit the school website for contact details. We also usually hold an open day for EYFS in December each year.

Pippins Schools has an equal preference system for admissions, which means that all applications are considered against the admission criteria. If there are more applications for places than there are spaces available in the school or the nursery the applications are prioritised using the following criteria:

- (a) Children who are in the care of the LA or provided with accommodation in that authority with Section 20 or 37 of the Children's Act 1989 (Looked After Children), or previously Looked After Children and those who have been previously looked after outside of England and who are now adopted within England will be considered next.
- (b) Children who have older siblings at the school when the applicant would enter (including step, foster and adopted siblings living within the same family unit)
- (c) Children of staff where the member of staff has been employed at the school for one or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (d) Children who have strong medical or social grounds for admission. These reasons must be fully supported in writing from a professional such as a doctor or social worker
- (e) Children who live in the catchment area of the school (details are available from the LA)
- (f) All other applicants

In the event of two applications being equally weighted in terms of criteria, criterion relating to the proximity of the child's home would be used to determine priority, as measured by the straight-line distance between the home and the school main entrance. This criterion makes provision for cases where parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, by deeming the address closest to the school as measured in a straight line as the child's main place of residence.

Appeals

In the event of Pippins School being oversubscribed, parents can appeal to the LA appeals panel. Details can be found on the Slough Borough website. Here, you will be able to make an appeal using the School Admissions Appeals Form.

Change to admission arrangements for Children of UK Service Personnel and Crown Servants

In the light of the changes to the Admission Code 2021, Pippins School is mindful of its duty to help ensure that the children of UK service personnel and crown servants returning to England are able to secure school places in a timely fashion. We will use the flexibility granted by the updated Admissions Code so that any application can be processed promptly.

Should an application be made to the school by such a family we understand that in liaison with the LA, we must:

1. allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date.
2. use the address at which the child will live when applying our oversubscription criteria, as long as the parents provide some evidence of their intended address.
3. use a Unit or quartering address as the child's home address when considering the application against our oversubscription criteria, where a parent requests this.

Pippins School will so discharge our general duty to support the Government's commitment to removing disadvantage for service children and ensure that these arrangements are described in the local authority's composite prospectus.

Reception Admissions

Children are eligible for a Reception place from the September after their fourth birthday. If you are a resident in the borough of Slough the information for how to apply for a place is on the Slough Borough Council website, www.slough.gov.uk. **Applications are not processed via the school.**

If you are not a resident in the borough of Slough, you will need to apply through your Home Authority. You will still be able to apply for Slough Borough Council schools through your Home Authority.

The online common application form, for September intake, is open from September and closes in mid-January. Any applications received after the deadline will be considered late and will only be processed after all those received before the cut-off date. Offers of places are usually confirmed to parents on or around 16 April. In-year applications can also now be made through the online application process.

For transfers of placements during an academic year (after they have already started at another school), parents should follow the guidance for admissions in the Admissions Policy and Arrangements section (point 1).

Nursery Admissions

All children, from the beginning of the term after their third birthday and those eligible 2-year-olds, from the beginning of the term after their second birthday are entitled to up to 570 hours funded early learning per year. For some children who experience disadvantage this has increased to 1140 hours from 2024. Generally, these hours are taken as 15/30 hours per week, term time only (38 weeks per year), which is 3/6 hours per day Monday to Friday. There is no cost to the parent for funded early learning within the 570/1140 hours described above. However, any additional hours will have to be paid for.

To apply for a place in the nursery at Pippins School, please complete an application form which is available from the school office. You will be asked to show your child's original, full birth certificate or passport to confirm their date of birth together with proof of address.

Places in our nursery can only be offered to children resident in other Local Authorities once children resident in Slough have been offered a place, unless their parent or guardian works within Pippins School.

Applications for rising threes can be made after the child's second birthday for possible admission in the term following the child's third birthday. We admit rising three-year-old children to our nursery each term providing there are spaces available. Unsuccessful applicants will be considered with the next batch of applicants.

Multiple births

In cases where there is one place available, and the next child on the list is a multiple birth child (twin, triplet etc.), we will admit all children of multiple birth even if this means exceeding the agreed admission number for that year group.

SEND Admissions

Children with an EHCP can only be admitted once an application has been made to Slough Borough Council SEND department. This is to ensure that the child's needs can be met in our setting.

In- Year Admissions

In accordance with the revision to the Admissions Code 2021 and our own vision and values, we are committed to ensuring that the most vulnerable are able to access school places promptly.

Upon receipt of an in-year application, the LA should notify the parents of the outcome of their application within 10 school days, followed by written notification within 15 school days. Where an application is refused the LA set out the reason for this and also provide details of the right to appeal. Where an applicant is offered a school place following an in-year application, and the offer is accepted, arrangements should be made for the child to start school as soon as possible.

Fair Access Protocol

Pippins School has signed and agreed to abide by the Fair Access Protocol negotiated between all Slough Headteachers and the LA.