

**MINUTES OF A MEETING OF THE
SCHOOL ADMISSIONS FORUM
HELD ON WEDNESDAY 10 MARCH 2010 FROM 7.00PM TO 8.35PM**

Present:-

Local Education Authority Representatives:

John Kersley (Chairman)
Beth Rowland

Diocesan Representatives:

Mrs Valerie Coombs (Vice Chairman)

Parent Representatives:

Phiala Mehring and Sharon Jhheent

Representatives from the Local Community

None Present

Schools Representatives

Hilary Winter – *The Piggott CE Aided Secondary School*
Paula Montie – *Polehampton CE Junior School*

Also present:-

David Armstrong, Policy and Schools Access Officer
Rachael Wardell, Head of Children's Services Strategy and Partnerships
Sue Riddick, Lead Admissions Officer
Tricia Harcourt, Principal Democratic Services Officer
Dave Gordon, Senior Democratic Services Officer

45. MINUTES

The Minutes of the meeting of the Forum held on 10 February 2010 were confirmed as a correct record and signed by the Chairman. However, the following amendment was requested:

Page 2: Amend final bullet point to read 'non Catholic Looked After Children are at category D.

46. APOLOGIES

Apologies for absence were submitted from Charlotte Wilkinson, Elaine Stewart, Col. David Cowan and Peter Lewis.

47. DECLARATIONS OF INTEREST

The following declarations of interest were made by Forum members:
Valerie Coombs, governor of The Colleton Primary School
Phiala Mehring, governor of St Dominic Savio Catholic Primary School
Beth Rowland, governor of South Lake Primary & Highwood Primary Schools

48. RESPONSES TO THE CONSULTATION ON 2011/12 ADMISSION ARRANGEMENTS FOR VOLUNTARY CONTROLLED AND COMMUNITY SCHOOLS AND COORDINATED ADMISSIONS SCHEME

David Armstrong introduced the report as set out on Agenda pages 5 to 18

A complete set of the responses received were circulated as some pages were missing from the original report. The questions put forward for consultation were discussed in turn.

Question 1 – Oversubscription Criteria

David Armstrong confirmed that some parents had expressed their objections to proposals made, as they did not want applicants to Edgebarrow School to be disadvantaged. However, this was based on a misunderstanding, as Edgebarrow School was in Bracknell Forest Borough Council's area.

Detailing linked secondary and primary schools, David Armstrong clarified that the aim was to simplify oversubscription criteria. Historically, the criteria for feeder schools only had an impact on a small number of pupils. Members asked for specific figures on this, and were informed that this was calculated as 1.8% of places being allocated under this criterion which would not otherwise have been allocated; examples for 2009 entry included:

Bulmershe: 12 students	Holt: zero	Maiden Erlegh: 17 (zero in 2008)
St Crispins: 11 students	Waingels Copse: 15	

In addition, such a policy can encourage parents to move their children's education in Year 5 to benefit applications for secondary schools; this can disrupt both the child concerned and the classes into which they are placed.

Some present voiced concern as to the absence of precise facts on this matter, and also raised the issue of parental rights in terms of inter-school transfers; officers clarified that the Council was attempting to avoid a situation whereby Primary school preferences were based on the potential links with Secondary school places, and informed the meeting that some authorities had abolished linked schools on this basis. However, some argued that, if simplicity was the aim, then using linked schools as the sole admission criterion could guarantee this. David Armstrong replied that, at present, the first criterion used was designated area, then siblings and finally linked schools; the advantage of designated areas over linked schools as the main criterion was that this avoids the disenfranchisement of families moving into a school's local area.

Paula Montie stated that a strategic view on education, planning for students on the basis of education lasting from the start of schooling until the age of 18, was required for coherent policy making. David Armstrong concluded by stating that the low level of response to the consultation exercise was a concern; only Emmbrook had responded specifically in favour, whilst Piggott and Colleton had provided their views against.

It was agreed that the proposals to remove the criteria relating to linked schools would be withdrawn, pending their referral to the Secondary Admissions Review.

Question 2: Infant / Junior Linked Schools

David Armstrong raised the necessity of infant and junior schools being linked to avoid pupils being disadvantaged compared with those attending an all through primary. Without such an arrangement, a small retinue of students can be left without a place at the relevant junior school; this can be caused by new arrivals in the designated area who have priority when places are allocated. He also reminded the meeting that the Council was bound by the Admissions Code on this matter, and stated that the Council was committed to reviewing the implications of any proposed arrangements.

Valerie Coombs raised concerns that in reference to the Age of Entry, there was no guidance as to the definition of 'part time', and that staged entry may not be possible in all cases. Phiala Mehring added that it was vital to avoid inconsistency between schools; Sue Riddick agreed that this could be inserted into the policy.

Question 3: Admission Numbers

David Armstrong reported that Oaklands and Piggott had given positive responses to proposals on this matter, whilst Hatch Ride was opposed as numbers were unclear for Oaklands Junior. If priority was to be given to children being transferred from Infant Schools, some leeway was required in case of other children moving into the area.

He also referred the meeting to a letter from Coombes CE Primary School. Their admission number had been 90 in 2009 and 2010, but they wanted to reduce this figure for 2011. However, this change had not been part of the consultation process; this made it difficult to make any changes for September 2011, although concerns over the capacity on site should also be borne in mind. A change in admission numbers for 2012 could be included in the consultation for 2012 at the start of the autumn term in 2010, then to present the matter to the Forum in November 2010 before wider consultation in spring 2011. Valerie Coombs responded that the Diocese had thought that the 90 admission figure was a short term solution for one year, and asked about any consultation on this figure. David Armstrong responded that a figure of 80 had been part of the original statutory consultation on amalgamation, but had been increased to 90 as a modification when this was approved by the Executive.

The Chairman raised the fact that Coombes was not able to be expanded to accommodate 90 pupils in all year groups, and reported that some within the school felt the school had covered wider problems with admissions across Wokingham Borough. He asked what the Forum could do on the matter; he was informed that the Forum could take a view or advise on the matter, but that any changes in admission numbers would require wider consultation. The meeting was also advised that further measures could be taken to accommodate an intake of 90, by using temporary buildings for the time the higher number went through the school. However, Hilary Winter raised concerns that the higher number of students being admitted had to work their way through all years of their education at Coombes, meaning that if changes were not enacted quickly then the situation could deteriorate.

However, David Armstrong raised the need for wider consultation, as the wider public and all parents potentially affected had to have the chance to respond to proposals. Any reduction in admission numbers limited parental rights to access; any decisions made needed to be sufficiently robust to be able to be defended on appeal or before the Schools Adjudicator. Valerie Coombs suggested that advice from the Department for Children, Schools and Families would be required; would it be possible to seek a Variation Order? In response, David Armstrong stated that officers would need to look at this.

It was agreed that the Forum would ask Wokingham Borough Council to consider an admission number of 75 for Coombes CE Primary School and move on the matter as swiftly as possible.

Question 4: Designated Areas

There had been disagreement between the Council, Hatch Ride and Oaklands Infant School. There had been some confusion over the maps used to allocate designated areas, with one close with 12 houses a particular matter of contention. All parties had been

consulted on a proposed definitive map, which had allocated the houses in question to Oaklands; Hatch Ride had objected to this verdict. At present, the Council was trying to resolve this question.

It was agreed that the schools in question were to be told that the Council's map was preeminent, and would be adopted, but that it was open to the schools to discuss and reach consensus on any alternative change for future consideration.

Question 5: Coordinated Scheme

Concerns had been raised about the timing of notification of the primary allocations and its lateness in the academic year. Sue Riddick informed the Forum that changes to the Admissions Code meant that the co-ordination period was now extended to 31 March and the primary allocation date. However, given the fact that the Council may still be receiving applications on this date, 21 April was proposed as the date for ending this phase of the process. This timeframe had been agreed with Bracknell Forest Council and Reading Borough Council in an attempt to ensure a 'joined up' approach to the process. At this juncture, lists would be sent to schools to ensure that the information they received was as definitive as possible; this meant that early May 2011 would be the final conclusion of the scheme to allow schools and parents a two week acceptance period.

Hilary Winter asked whether this meant the acceptance period would start during the Easter holidays in 2011; this was confirmed. Paula Montie felt that schools should receive the information as soon as possible, as not to do this can leave them vulnerable to giving out speculative or incomplete responses to prospective parents; a provisional list would be of assistance prior to the definitive version. Sue Riddick responded that some basic numbers and gender split data could be released, but not specific information. Beth Rowland added that more rapid material was required to assist schools in setting their budgets and staffing levels, but Council Officers felt that the need to check data, adhere to national timeframes and co-ordinate activity with Bracknell and Reading Councils limited flexibility here.

Question 6: Other Aspects

The only matter raised here was the concern expressed by Emmbrook School regarding 6th Form policy.

49. ANNUAL REPORTS

The Chairman initiated discussions by reminding the meeting that there had been dissatisfaction with the submission of last year's annual report to the Schools Adjudicator. The grounds for this had been that the content had not been accepted by the Forum

David Armstrong informed delegates that the Council's report could be commented on by the Forum. Furthermore the Forum could submit its own report. A blank template for the Council's report was included in the Agenda pages 19 to 29. The Forum was at liberty to produce a more qualitative report; the Council was required to submit a factual digest, although could make some judgments using the template issued.

Valerie Coombs asked if the Forum could see the Council's draft and then state if it wished to add any material. Hilary Winter asked if Forum members could see the draft prior to the next Forum meeting on 17 June 2010.

It was agreed that Forum members would receive the draft of the Annual Report on 1 June 2010.

50. SECONDARY ADMISSIONS REVIEW

David Armstrong updated the meeting following on from the meeting held on 10 February 2010. The Steering Group has now met and their schedule now included a Review Board with three dates set (26 March, 13 May and 10 June 2010). This body would make recommendations which would be discussed by the Forum before their proposal for Executive acceptance. Councils from Reading, Bracknell, West Berkshire and Hampshire were all involved in the process.

51. NON-COMPLIANCE REPORTS

No such reports had been received. Schools will be reminded once the Council had determined its admission arrangements.

52. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES

The letter expressing the Forum's concern over the status of Looked After Children in Catholic schools had now been sent, based on discussions at the previous meeting.

It was agreed that Forum members wanted to express their gratitude to John Kersley and Valerie Coombs for their work on behalf of the Forum since they took on their respective roles, and wished them well in the future.

53. DATES OF FUTURE MEETINGS

The dates of future planned meetings were noted:

17 June, 23 November 2010; 15 February, 15 March, 2011.

*These are the Minutes of a meeting of the School Admissions Forum.
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TITLE Update on infant to junior transfer September 2010, entry to primary 2010/2011 and primary to secondary transfer September 2010

FOR CONSIDERATION BY School Admissions Forum on 17 June 2010

REPORT PREPARED BY Sue Riddick

SUMMARY

The purpose of this report is to provide the Forum with information regarding the allocation of places for those entering infant or primary schools into Foundation Stage 2 (as a rising 5) at two points of entry; autumn 2010 for those children born 1 September 2006 to 31 March 2007 or spring 2011 for those born between 1 April 2007 and 31 August 2007.

The report also covers the two main transfer groups – those children moving from infant to junior schools and those children moving from primary to secondary schools in September 2010 and those moving in year 9 to alternative schools due to the closure of Ryeish Green School.

The allocation for all cohorts was made by the agreed published dates. 16 April 2010 for entry to primary and infant to junior transfer and the national deadline of 1 March 2010 for primary to secondary transfer.

RECOMMENDATIONS

That members of the Forum note the information.

SUPPORTING INFORMATION

Entry to primary:

Places were allocated in line with published arrangements but due to higher than expected numbers of applications, the decision was taken by the General Manager for Children's Services, the Lead Member for Children's Services and Head of Strategy and Partnerships, Children's Services to approach three schools to admit a limited number of children above the schools' admission number in order that the authority could meet its' statutory duty of ensuring that every Wokingham Borough child has a school place. The decision was made taking into account the high number of children who would have needed to be allocated to a school not of their parents' choice some distance from their home address and to ensure sufficient places for late applicants.

This unprecedented demand for places was not predicted through birth data which showed a decline in the number of children over the previous two years. It is considered that the demand has come from migration to the Borough after children were born.

The areas identified as having significant pressure were the north of the Borough, where 25 more children were allocated to The Colleton Primary School; the south west

of the Borough (Shinfield, Swallowfield, Three Mile Cross and Riseley) where 26 more children were allocated to Lambs Lane Primary School; west Wokingham where 26 more children were allocated at The Hawthorns Primary School. The decision to allocate extra places at these three schools satisfied the ability of the authority to meet parental preference to the fullest extent possible and in the case of Lambs Lane and Colleton accommodated more children living within the designated areas of the schools. The Earley area also had high demand for places but it was considered that increasing numbers at a school in this area would have resulted in too many places in the Borough.

Due to the tight timetable to handling applications for this cohort; the situation came to light in mid-March and following modelling and discussion with the headteachers of the schools, final decisions made during the Easter holidays. Ongoing discussion with the individual schools is taking place to determine the best solutions to meet the needs of the school and pupils. The authority would like to record its thanks to all three schools for the positive and helpful attitude to resolving this unprecedented demand.

The attached schedule gives details of the allocation and reflects the numbers of places at individual schools remaining to handle late and future in-year applications.

Currently, following parental acceptance of their places, there are 96 places left in the Borough.

Discussions are now being held with each primary area with a view to identifying schools that may be required to take extra children should the need arise again and reviews are underway of the net capacity and layouts of schools to identify schools that may be expanded in the future.

1,751 applications were received from Wokingham Borough residents. 413 expressed one preference, 416 expressed two preferences and 923 expressed three preferences. 62.5% applied online.

1,594 Wokingham Borough residents received an offer of their first preferred school, 105 their second preferred school and 26 their third preferred school. 98.5% received a preference.

A total of 26 pupils, whose parental preference could not be met, were allocated to the nearest school with places and the authority had received 66 late applications to be considered after the notification date of 16 April. The number of late applications received at the date of this report is: 102. 151 places were allocated to children living in other local authorities.

As at the date of this report, there are places at All Saint's -14; Bearwood 18; Finchampstead – 2; Gorse Ride Infant – 11; Highwood – 2; Keep Hatch – 14; Nine Mile Ride – 6; Oaklands Infant – 7; Rivermead – 6; Shinfield Infant – 7; St Dominic Savio – 6; Woodley CE - 3

Appeal information is included in the Annual Report to the Office of the School's Adjudicator.

Infant to Junior transfer:

Places were allocated in line with published arrangements and there were sufficient places in the Borough at the time of allocation.

The attached schedule reflects the allocation and gives details of the number of places available at individual schools.

The authority wishes to thank the Headteacher and Governing Body of Polehampton Junior School which agreed to an allocation of an extra four places above the admission number as an exception to accommodate all children from Polehampton CE Infant School. The authority considered it reasonable to allocate these places to ensure as smooth a transition as possible from infant to junior, and reflects the decision by the Executive to move the linked infant school criterion above that of sibling living in the designated area with effect from 2011.

491 applications were received from Wokingham Borough residents. 305 expressed one preference, 120 expressed two preferences and 65 expressed three preferences. 59% applied online.

481 received an offer of their first preferred school; 5 were offered their second preferred school and one pupil was allocated to the third preferred school. 2 pupils were allocated to the nearest school with places as their preferred schools were full. One application was received late and considered after the notification date of 16 April. The number of late applications received at the date of this report is: 3.

Appeal information is included in the Annual Report to the Office of the School's Adjudicator.

Primary to Secondary transfer:

Places were allocated in line with published arrangements and the authority was short of 11 places in the Borough at the time of allocation.

To ensure that the authority could make offers to all its residents in accordance with the School Admissions Code; the authority took the decision to over-allocate Waingels College by 5 places and The Bulmershe School by 6 places with the agreement of the schools.

1,769 applications were received from Wokingham Borough residents. 393 expressed one preference, 401 expressed two preferences and 975 expressed three preferences. 48% applied online.

1,274 received an offer of their first preferred school, 295 their second preferred school and 84 their third preferred school. 99 pupils were allocated to the nearest school with places as their preferred schools were full. There were 9 late applications to be considered after 1 March. The number of late applications received at the date of this report is: 48.

At the time of allocation, there were insufficient places for 5 girls living in the designated area of The Holt School and 5 siblings outside of designated area. The current situation is that all designated area applicants and out of designated area siblings have been allocated or no longer wish to remain on the waiting list of the school.

Places available at the date of this report are The Bulmershe – 58, The Forest – 28 and Waingels College – 4.

Appeal information is included in the Annual Report to the Office of the School's Adjudicator

RYEISH GREEN YEAR 9 TRANSFER

The final cohort of year 9 children were successfully allocated to their preferred alternative secondary schools from amongst the schools participating in the transfer scheme – The Forest, The Emmbrook, The Bulmershe and Reading Girl's. This process was assisted by the School Preference Adviser and Connexions Service.

All pupils moved on 1 January 2010.

Annexes

Allocation schedules for each of the transfer groups at the date of allocation are attached as appendices to the report.

List of Background Papers	
Allocations schedules for the three transfer groups as at date of offer	
Held by Sue Riddick	Service Childrens Services
Telephone No 974 6113	Email sue.riddick@wokingham.gov.uk
Date 4 June 2010	Version No. 1


ALLOCATION OF PRIMARY AND INFANT SCHOOL PLACES FOR SCHOOL YEAR 2010/2011

Allocation as at 16 April 2010 School	Oversubscription Criteria							Unsuccessful applications - nearest available school*	Admission Number	Number Allocated	Number of preferences (1st 2nd & 3rd preferences combined) for the school received by the deadline
	Children with Statements of Special Education Need and Criterion A - Looked after Children	Criterion B - Medical, physical or psychological condition	Criterion C - Siblings living in designated area	Criterion D - Designated Area	Criterion E - Siblings living outside designated area	Criterion F - Denominational	Criterion G - Any other children				
Aldryngton Primary	0	0	15	22	5	n/a	3	0	45	45	192
All Saints CE (Aided) Primary	This is an aided school and places were allocated in accordance with the school policy								45	20	41
Bearwood Primary	0	0	2	10	4	n/a	1	3	41	20	41
Beechwood Primary	0	0	6	7	14	n/a	18	0	45	45	152
Colleton Primary (The)	1	0	15	33	0	n/a	11	0	35	60***	115
Coombes CE Primary (The)	0	0	14	26	20	n/a	30	0	90	90	172
Crazies Hill CE Primary	1	0	2	8	3	0	1	0	15	15	50
Earley St Peters CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy							0	70	70	117
Emmbrook Infant	1	1	19	20	5	n/a	14	0	60	60	171
Farley Hill Primary	0	0	11	19	0	n/a	0	0	30	30	127
Finchampstead CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy								17	17	51
Gorse Ride Infant	1	0	22	15	2	n/a	5	1	60	46	98
Grazeley Parochial CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy								15	15	34
Hatch Ride Primary	0	0	9	13	4	n/a	4	0	30	30	96
Hawkedon Primary	0	0	25	45	0	n/a	0	0	70	70	166
Hawthorns Primary (The)	0	0	22	36	7	n/a	21	0	60	86***	199
Highwood Primary	3**	0	4	2	3	n/a	3	4	30	19	42
Hillside Primary	0	0	13	19	20	n/a	8	0	60	60	150
Keep Hatch Primary	0	0	9	25	3	n/a	7	3	60	47	86
Lambs Lane Primary	2**	0	6	39	1	n/a	8	0	30	56***	92

APPENDIX 1	Oversubscription Criteria							Unsuccessful applications - nearest available school*	Admission Number	Number Allocated	Number of preferences (1st 2nd & 3rd preferences combined) for the school received by the deadline	
	Children with Statements of Special Education Need and Criterion A - Looked after Children	Criterion B - Medical, physical or psychological condition	Criterion C - Siblings living in designated area	Criterion D - Designated Area	Criterion E - Siblings living outside designated area	Criterion F - Denominational	Criterion G - Any other children					
Allocation as at 16 April 2010 School												
Loddon Primary	1	0	19	35	5	n/a	0	0	60	60	129	
Nine Mile Ride Primary	0	0	7	12	9	n/a	16	0	50	44	110	
Oaklands Infant	0	0	17	22	9	n/a	12	0	60	60	94	
Polehampton CE Infant	0	0	13	38	5	0	4	0	60	60	135	
Radstock Primary	0	1	17	42	0	n/a	0	0	60	60	227	
Rivermead Primary	0	0	17	12	4	n/a	9	2	60	44	97	
Robert Piggott CE Infant (The)	0	0	21	24	0	0	0	0	45	45	133	
Shinfield Infant & Nursery	1	0	11	11	10	n/a	7	7	60	47	83	
Sonning CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy									30	30	71
South Lake Primary	0	0	17	24	12	n/a	7	0	60	60	111	
St Dominic Savio Catholic Primary	This is an aided school and places were allocated in accordance with the school policy									60	47	77
St Nicholas CE Primary	0	0	5	11	0	0	1	3	20	20	53	
St Sebastian's CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy									22	22	64
St Teresa's Catholic Primary	This is an aided school and places were allocated in accordance with the school policy									45	45	75
Walter Infant	0	0	14	39	18	n/a	19	0	90	90	256	
Wescott Infant	2**	0	17	22	10	n/a	5	0	56	56	158	
Whiteknights Primary	0	0	7	6	19	n/a	28	0	60	60	103	
Willow Bank Infant	2	0	14	27	3	n/a	14	0	60	60	133	
Winnersh Primary	0	0	17	17	10	n/a	14	2	60	60	86	
Woodley CE Primary	0	0	9	10	9	1	8	1	45	38	89	

*Places allocated against this column are for those children for whom no higher ranked preference could be offered, therefore the nearest available school with places is provisionally allocated, in the majority of cases this will be the designated area school if this is undersubscribed.

**Places at the Resource are yet to be allocated by the Special Educational Needs Team in accordance with review of individual pupil statements. These places are included with in the admission number of the school. These places are reflected as allocated for the purposes of this table.

***Whilst there were sufficient places within the Borough to accommodate all those applicants who applied by the deadline, it was agreed, following discussion with the schools, to allocate a further 25 pupils to The Colleton and a further 26 places each to The Hawthorns and Lambs Lane to create sufficient places in the Borough to accommodate late applicants due to an exceptional demand for places. The authority will not be seeking in-year variations to the Schools Adjudicator to change the determined admission numbers and it is the intention of the authority to reduce to the determined admission number as places are refused or as children leave, subject to any successful appeals.

Please refer to the Parent's Guide to Primary School Admissions for more information about how places are allocated.


ALLOCATION OF JUNIOR SCHOOL PLACES FOR SEPTEMBER 2010

Allocation breakdown as at 16 April 2010 School	Oversubscription Criteria								Unsuccessful applications - nearest available school*	Admission Number	Number Allocated	Total number of 1st, 2nd and 3rd preferences received for the school by the deadline
	Children with Statements of Special Educational Need and Criterion A - Looked-after Children	Criterion B - Medical etc	Criterion C - Siblings living in the designated area	Criterion D - Designated area	Criterion E - Siblings living outside designated area	Criterion F - Denominational (Voluntary Controlled schools only)	Criterion G - Linked school	Criterion H - Any other reasons				
Emmbrook Junior	3	0	17	18	12	n/a	8	3	1	64	62	104
Gorse Ride Junior	0	0	20	17	3	n/a	6	2	0	64	48	62
Oaklands Junior	0	0	25	18	5	n/a	10	1	0	60	59	62
Polehampton CE Junior	0	0	30	21	5	0	8	0	0	60	64**	79
Robert Piggott CE Junior	0	0	8	14	10	0	11	2	0	45	45	69
Shinfield St Mary's CE Junior	This is an aided school and places were allocated in accordance with the school policy								0	63	34	34
St Paul's CE Junior	0	0	25	24	29	0	18	0	0	96	96	128
Westende Junior	0	0	14	13	9	n/a	16	3	0	60	55	96
Willow Bank Junior	1	0	16	16	3	n/a	18	0	1	60	55	55

*Places allocated against this column are for those children for whom no higher ranked preference could be offered, therefore the nearest available school with places is provisionally allocated, in the majority of cases this will be the designated area school if this is undersubscribed.

** Polehampton Junior School has agreed to allocate above their admission number as an exception as it was considered that:

- it would be unreasonable not to allocate so as to ensure as smooth a transition as possible from infant to junior, reflecting the authority's consultation and determination by the Council Executive of a move of the linked school criterion from 2011 above that of sibling living in the designated area currently criterion C
- this is an exceptional circumstance, no other school is in this position for this admission round. The authority will not be seeking an in-year variation to the Schools Adjudicator to change the admission number from 60 to 64 and it is the intention of the authority to reduce the number back to 60 in line with the net capacity of the school, subject to successful appeals

Please refer to the Parent's Guide to School Admissions for children transferring from Infant to Junior School for more information about how places are allocated.



WOKINGHAM BOROUGH COUNCIL

ALLOCATION OF SECONDARY SCHOOL PLACES TO START YEAR 7 IN SEPTEMBER 2010

AS AT 1 MARCH 2010

School	Oversubscription Criteria									*Unsuccessful applications nearest available school allocated	Admission Number	Number Allocated	Total number of 1st, 2nd and 3rd preferences received for the school received by the deadline
	Children with Statements of Special Education Need and Criterion A - Looked after Children	B - Medical, physical or psychological conditions	C - Designated Area with Sibling	D - Designated Area	E - Siblings	F - Linked Primary	G - Single Sex/Coeducational	H - Any other children					
The Bulmershe	5	0	34	81	13	15	0	19	79	240	246	344	
The Emmbrook	7	0	29	98	48	18	10	0	0	210	210	684	
The Forest	2	0	22	90	12	12	43	19	0	200	200	440	
The Holt	4	4	43	149	0	0	0	0	0	200	200	522	
Maiden Erlegh	15	2	93	141	17	10	0	0	0	278	278	785	
The Piggott CE	This is an aided school and places were allocated in accordance with the school policy									0	180	180	481
St Crispin's	0	0	40	93	25	21	9	1	0	189	189	520	
Waingels College	7	0	65	101	15	7	3	27	20	240	245	481	

*Places allocated against this column are for those children for whom no higher ranked preference could be offered, therefore the nearest available school with places is provisionally allocated, in the majority of cases this will be the designated area school if this is undersubscribed.

Please refer to the Parent's Guide to Secondary School Admissions for more information about how places are allocated.

TITLE Draft Local Authority Report to the Office of the Schools Adjudicator

FOR CONSIDERATION BY Admissions Forum on 17 June 2010

REPORT PREPARED BY Sue Riddick

SUMMARY

The purpose of this report is to present the draft Report for comment by the School Admissions Forum.

As this report is still draft at this stage, it may be subject to some amendment e.g. update on pending appeals

RECOMMENDATIONS

That members of the Forum comment on the information provided.

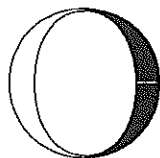
SUPPORTING INFORMATION

The local authority is required to submit by 30 June each year in accordance with changes made to the law made by the Education & Skills Act (ESA) 2008 and regulations, in particular Statutory Instrument 2008 No 3091.

A template has been provided to local authorities by the Office of the Schools Adjudicator (OSA) for completion. The template covers all matters connected with relevant school admissions as prescribed by the regulations.

List of Background Papers	
Relevant regulations	
Held by Sue Riddick	Service Children's Services
Telephone No 974 6113	Email sue.riddick@wokingham.gov.uk
Date 9 June 2010	Version No. 1

DRAFT



Office of the
Schools
Adjudicator

LOCAL AUTHORITY REPORT
TO
THE SCHOOLS ADJUDICATOR
FROM
Wokingham Borough Council

30 JUNE 2010

Report Cleared by.....

Date submitted

By Sue Riddick, School Admissions Lead Officer

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SECTION 1

FOR THE ACADEMIC YEAR IN WHICH THE REPORT IS MADE - 2009 -
2010

Please complete using data/information for the period 1 September 2009
to date of report

**NOTE: This template is designed to be filled in electronically – boxes
can/should be expanded as necessary.**

Fair Access Protocol

*Code 4.9 a) (i) how well the Fair Access Protocol has worked and how
many children have been admitted to each school in the area under the
protocol;*

NOTE: The Code at 3.44 requires (1) each local authority to have a Fair
Access Protocol and (2) all schools and Academies to participate in their LA
area's protocol

- a) Please confirm that the LA has a Fair Access Protocol that has been
agreed with all the relevant schools in its area (relevant schools are all
maintained schools and academies).

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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- b) Give your assessment of how well the Fair Access Protocol has
worked since 1 September 2009. In particular in placing children, the
co-operation of schools and Academies well as any other issues you
have had in implementing the protocol.

The authority has Fair Access Protocols in place for:

1. Managed Transfers and Reintegration of Pupils in Secondary
Schools
2. Managed Transfers and Reintegration of Pupils in Primary Schools
3. Looked After Children and Casual Admissions
4. Placement of Vulnerable Pupils

This authority co-ordinates in-year admissions and all our schools are
receptive to local authority requests to place under the Vulnerable Pupil
Protocol. Four children have been allocated to secondary schools and 18
children allocated to primary schools not including service children.

The Managed Move Protocol is currently under review as there have been
six attempts during this academic year and in each instance children have
returned to their current school.

There has been no re-integration of excluded pupils into mainstream
schools and three pupils have been reintegrated into special schools, two
of which are Wokingham Borough special schools.

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- c) In Appendix A, please record for each school the number of children considered to be placed in (column O) and those actually placed in (column P) to the school under the protocol between 1 September 2009 and the date of this report.

Infant Class Sizes

Code 4.9 a) (ii) whether primary schools are complying with infant class size legislation

Are all Primary Schools in your area complying with infant class sizes?

Tick as appropriate:

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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If NO please comment and also include the number of schools where qualifying measures are being taken:

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Admission Appeals

Code 4.9 a) (iii) the number of admissions appeals held for each and every school in the area, and the number of appeals that were upheld.*

* Every school includes: community, voluntary controlled, voluntary aided, foundation, Academies, city technology colleges and city colleges for technology of the arts.

For the period 1 September 2009 to the date of this report please insert in Appendix A the following for each school:

- column Q - the number of appeals held;
- column R - the number of appeals upheld; and
- column S - the number of appeals pending from the date of this report.

Code 4.9 a) iv the extent to which the local authority and appeal panels in the area complied with the requirements of the Appeals Code, with reference to ensuring the timeliness and transparency of appeals, effective communications with parents and any other relevant matter.

NOTE: other appeals panels have a duty to provide you with information on appeals (Section 88Q of Schools Standards and Framework Act).

Has your independent appeals panel complied with the requirements of the Appeals Code?

Tick as appropriate:

Yes	✓	No	
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If NO please explain including non-compliance and action taken:

Have all other appeals panels for own admission authority schools complied with the requirements of the Appeals Code?

Tick as appropriate:

Yes	✓	No		Don't Know	
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If NO or Don't Know please highlight any issues raised and if you have been unable to obtain information:

The Oxford Diocese has been very helpful in supplying information for this report.

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SECTION 2

FOR THE ACADEMIC YEAR WHICH STARTS AFTER THE REPORT IS MADE – 2010-2011:

Code 4.9 b) (i) the extent to which admission arrangements for schools in the authority's area serve the interests of children in care, children with disabilities, children with special educational needs and service children.

NOTE: You may wish to point out if specialist staff from within the Council has contributed to this report and highlight any problems that may have occurred.

Children in care:

The authority fully complies with the School Admissions Code in the placement of children in care by prioritising under the oversubscription criteria. All own admission authority schools also comply by prioritising under the oversubscription criteria. For in-year applications, these children are covered under our Vulnerable Childrens Protocol. Liaison on applications for such children is made the Headteacher responsible for these children to ensure a smooth transition to the new school.

Children with disabilities:

The authority makes provision for children with disabilities through individual Statements of Special Educational Need and has resources to meet specific needs as follows:

Secondary:

Physical disabilities – preferred school – The Piggott CE School
Dyslexia – resource at The Bulmershe School

Primary:

Physical disabilities – resource at All Saint's Church of England Primary School and Lambs Lane Primary School
Hearing Impairment – designated schools -Emmbrook Infant & Junior School and Ambleside Nursery School
Speech & Language – resource at Highwood Primary School
Autism Spectrum Disorder (ASD) – resource at Wescott Infant & Westende Junior Schools

The authority has, as its' second oversubscription criterion, 'children who have a serious medical, physical or psychological condition which makes it essential that they attend the preferred school rather than any other. This criterion enables parents to apply where their child has a specific need that can only be met by their preferred schools and they are required to submit written confirmation from the professional persons involved with the family for consideration by an admissions panel.

Schools make provision within their policies and procedures to meet the needs of children with disabilities.

There is a process for schools for bid for capital funds to improve accommodation or to make specific provision where appropriate.

Children with Special Educational Needs:

Reviews were completed by statutory deadlines for the primary to secondary school and infant to junior school deadline. Parental preference is taken into account when considering naming a school on the Statement of Special Educational Need.

Secondary schools will admit the following number of children with Statements of Special Educational Needs to start year 7 in September 2010:

The Bulmershe – 5
The Emmbrook – 7
The Forest – 2
The Holt – 5
Maiden Erlegh – 15
The Piggott CE Aided - 6
St Crispin's – 0
Waingels College - 7

Placement of children to start school is more problematical as there are many more late requests for assessment from parent; early year's settings or late moves to the area which results in assessment and issuing of Statements of Special Educational Needs can be made after the main allocation. Whilst recognising that such children would be 'excepted' for a year, this is of particular concern to schools trying to maintain infant class sizes to 30.

Late assessments can confuse parents as places may be allocated through the main transfer to mainstream schools and the assessment may indicate that a mainstream school is not appropriate for their child.

It is considered that this will compound the issue when the authority allocates places to children to start at a single point of entry in September 2011 instead of two points for the next academic year.

Service Children:

The Arborfield Garrison is situated in the Wokingham Borough and the authority makes provision for admission for service children within its Fair Access Protocol. The garrison does not have its own school on site. Families move to the garrison for training purposes for periods of at least one year. Where possible, the authority will try to comply with parental preference but there are instances at key stage one where infant class size legislation prevents the authority from allocating a place and in such instances a place at the nearest school with places is offered and parents offered right of appeal. Where parents appeal they are usually accompanied by the Army's Family Liaison Officer.

The situation has eased with an increase in admission number to one school in the area, however due to physical constraints of the site; the admission number will be reduced with effect from September 2011.

Code 4.9 b) (ii) *the effectiveness of co-ordination.*

NOTE: You may wish to report on the authority's assessment of the effectiveness of any scheme for co-ordinating:

a) the admission of pupils to LA schools in September 2010

Primary to secondary co-ordination was successful with all deadlines met and co-ordination is currently continuing with neighbouring authorities until 31 August.

The authority submitted the report of the secondary allocation to the Department for Education on the deadline date of 1 March 2010.

The deadlines were also met with the co-ordination of the infant to junior transfer and entry to primary school cohort.

The authority was required to take special measures to ensure sufficient school places in the Wokingham Borough by increasing the intake to The Colleton Primary School (25 extra places); The Hawthorns Primary School (26 extra places) and Lambs Lane Primary School (26 extra places) due to an unprecedented demand for places not forecasted by the live birth census for this year group. The authority is working closely with all three schools to accommodate the extra children and would like to thank each school for their positive response to the challenge of creating extra capacity for this year group in the Borough.

b) the admission of pupils in the authority's area to other admission authority schools in September 2010.

There was an issue with Hampshire County Council which has allocated a number of Wokingham Borough children to Yateley School from the waiting list resulting in two places being held for these children however following conversations with the authority, it is acknowledged that this was a genuine error and have been reassured that this issue has now been resolved.

The authority is also concerned with the lack of co-ordination regarding children with Statements of Special Education Needs. Other authorities approach schools direct in the Borough to admit children without reference, in some cases, to the home local authority's SEN or Admissions Team. This has resulted in the over-allocation of children and is of particular concern at key stage one in view of infant class size regulations.

SECTION 3

FOR ADMISSION ARRANGEMENTS THAT HAVE BEEN DETERMINED IN THE APRIL IMMEDIATELY BEFORE THE DATE OF THE REPORT IS MADE (determined by 15 April 2010 for admission in September 2011):

Code 4.9 c) (i) a statement of whether or not admission arrangements for maintained schools in the area complied with the mandatory requirements of this Code and admissions law.

NOTE: All non-compliant admission arrangements must be corrected. All mandatory requirements can be changed by the admission authority. Any other non-compliant issues must be referred to the OSA.

Are you satisfied that the admission arrangements for all maintained schools in your area are fully compliant with the Code?

Tick as appropriate:

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If YES please provide a statement to confirm this:

The following schools are considered fully compliant with the Code and the authority's thanks are extended to the governing bodies of those schools in making any necessary amendments following comment by the local authority to their consultation:

- All Saint's CE Aided Primary School
- Earley St Peter's CE Aided Primary School
- Finchampstead CE Aided Primary School
- Grazeley Parochial CE Aided Primary School
- St Dominic Savio Catholic Primary School
- St Sebastian's CE Aided Primary School
- St Teresa's Catholic Primary School
- Shinfield St Mary's CE Junior School

If NO, please specify what action you are taking:

There are concerns relating to two schools:

Sonning CE Aided Primary School's policy is not currently compliant in that it does not indicate that parents can request that their child attends part-time until the child reaches compulsory school age and does not make clear that, where entry is deferred, that the school will hold the place for that child and not offer it to another child. The latter is implied and not explicit.

The authority will be raising the issue of the two areas of concern with the school and if the policy is not amended will refer to the OSA.

A referral will be made to the OSA relating to The Piggott CE School's determined admission arrangements for comment. The primary concern is the school's varying of mid year admission numbers.

The authority is concerned with the use of the term 'deemed admission number' as this term is outside of the Code and must not be confused with the legal admission number for the school. The local authority is proposing, as part of its duty to co-ordinate in-year admissions, to publish an admission limit for each year group in each school, to enable it to carry out this function effectively and fairly and to provide consolidated information to meet parental preference across the area.

The Admissions Forum's Fair Access Protocols already include provision for the admission of children whose parents have been unable to find them a place after moving to the area, because of shortage of places. We recommend that these cases are dealt with through the agreed Protocols so as to ensure that neighbouring schools are not disadvantaged. It is of course appropriate for the school to make reference to the authority's Fair Access Protocols however the school's policy seeks to modify or adapt the Protocol to meet their needs in order to ensure a place to those moving to the designated area of the school, which is prohibited under the Code.

The policy refers to children allocated above admission number with the agreement of Wokingham Borough Council. This arrangement referred to the current year 11 and will not be applicable for in-year admissions in 2011-12.

The school has also included St Nicholas CE Primary School as a new feeder school. Code 2.72 requires that feeder schools must be selected on an objective and consistent basis. The reasons for adding St Nicholas do not appear to meet that standard, as for all the existing feeder schools this is based on their relationship with The Piggott's designated area.

Using column T in Appendix A, please identify those schools that you have identified with problems now or which you have referred to the OSA, or may be referring to the OSA by the 31 July 2010.

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SECTION 4

OTHER MATTERS:

Admission Forum

Code 4.9 d) (i) details about the current membership of the Admission Forum for the area

NOTE: Please list the bodies represented and the number of representatives in each category. Do **NOT** give the names of members.

Local Authority Representatives: 2
Diocesan Representatives: 1 + 1 vacancy
Parent Governor Representatives: 2
Representatives from the local community:
- Early Years Forum: 1
- Arborfield Garrison: 1
- Other faith groups: 1 vacancy
School Representatives:
Secondary community: 1
Secondary aided: 1
Primary community: 1
Primary voluntary controlled: 1
Primary aided: 1

Is the Admission Forum writing a report?

Tick as appropriate:

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If YES is the report attached or has it been sent separately?

Tick as appropriate:

Attached	<input type="checkbox"/>	Separately	<input type="checkbox"/>
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If separately please provide the date the report will or has been sent to the OSA?

DATE:

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Please confirm whether the Admission Forum has seen, or will see, a copy of this LA report.

Tick as appropriate:

Has seen	<input checked="" type="checkbox"/>	Will see	<input type="checkbox"/>
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Free School Meals

Code 4.9 d) (ii) the proportion of children currently on free school meals at each school in the area.

NOTE: The data provided by the Local Authority to the DCSF in January 2009 has been "cleaned" and is included in Appendix A.

If the data for 2010 is significantly different from 2009 please state how it differs.

Information and analysis provided by Val Essam, Senior Information Officer

When comparing the data for 2010; there is an overall increase of 0.7% in primary schools claiming free schools meals, a decrease overall of 0.1% in secondary schools and an increase of 1.6% in special schools, giving an overall net increase of 0.6% of free school meals claimants in Wokingham Borough schools.

Using and interpreting the data, please comment on whether the allocation of school places meets parental preferences for those children on Free School Meals.

The admissions authorities in the Wokingham Borough have not adopted oversubscription criteria that prioritise children receiving Free School Meals as this would be prohibited under the School Admissions Code and are therefore unaware who is in receipt of Free School Meals when allocating places.

When analysing the data on secondary school preferences, which includes children living outside the Borough attending Wokingham Borough schools, the following can be determined:

- Out of 125 pupils eligible for Free School Meals – 70 were allocated their highest ranked preferred school, equivalent to 56%
- Of the 56 pupils eligible for Free School Meals who were not allocated to their highest ranked preferred Wokingham Borough school – 40 were not allocated to a school in the Wokingham Borough
- 12 pupils eligible for Free School Meals of the 56 were seeking higher ranked preferred schools outside the Wokingham Borough

When analysing the data for pupils eligible for Free School Meals attending school and living in the Wokingham Borough, the following can be determined:

- Out of 86 pupils eligible for Free School Meals – 69 were allocated to their highest ranked preferred school, equivalent to 80%
- Of the 17 pupils eligible for Free School Meals who were not allocated to their highest preferred school, 13 were allocated to a second or third preferred school and 4 could not be placed in a preferred school and were allocated to the nearest school with places.

Code 4.9 d) (iii) any other matters which affect the fairness of admission arrangements for schools in the area.

NOTE: Please identify any issues not covered elsewhere on this template.

It is acknowledged that the Code 1.18 that 'admission authorities should not admit children above the published number unless the school and local authority agree that admitting above that number will not adversely affect the school in the longer term and will not have a detrimental effect on neighbouring schools'; this seems to relate only to the secondary transfer and that 'children can also be admitted above the published admission number as part of fair access protocols'.

The Piggott CE School is continuing to admit above admission number in-year to a number of year groups. With regard to year 7 this is due to an over allocation as a result of appeals (June 2009) which required the School to allocate 7 forms of entry, rather than then usual 6. It is the school's opinion that each of these has capacity, all of them being less than 30 pupils and that there will be no prejudice to existing students at the school as a result of the pupil joining the School.

The Piggott CE School has offered places to an additional 7 pupils in year 7; 2 to year 10 and 1 to year 8 in this academic year. None of these pupils were considered for placement under Fair Access Protocols. This has impacted on neighbouring secondary schools which have places within their admission number to accommodate these children.

Two children were refused admittance to year 11 despite the school having places as the school considered that their admittance would prejudice efficient use of resources at the school.

The Admissions Forum has asked the LA to report to any meeting of the Forum breaches of admission arrangements which came to the LA's attention. Since the last annual report, two schools were reported to have admitted one or more children to reception classes earlier than specified in the LA's 'two points of entry' admissions policy for community and controlled schools 2009/10 (The Colleton and Farley Hill Primary Schools).

SECTION 5

OTHER ISSUES REQUESTED IN ADDITION THIS YEAR BY THE SECRETARY OF STATE.

Choice Advice

Please complete with reference to Choice Advice provided to parents applying for a secondary school place for the 2010/2011 school year.

Appendix 5 of the Code requires local authorities to provide an independent Choice Advice service that is focused on supporting the families who most need support in navigating the secondary school admissions process (paragraph 5). Choice Advice must be independent and free from any potential conflict of interest between the need of the local authority to allocate places and the advice that parents receive (paragraph 8). As a minimum, local authorities must ensure that Choice Advisers are not in the same management chain or reporting lines as the local authority's admissions staff (paragraph 9).

- a) Please confirm that your local authority has an independent Choice Advice service in place.

Tick as appropriate:

Yes	✓	No	
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- b) Please explain how you ensure the independence of the Choice Advice provided (for example, the Choice Advice service may be situated in the Parent Partnership service or Family Information Service).

Choice Advice is provided independently through the Family Information Service.

- b) Are your Choice Adviser(s) in the same line management chain or reporting lines as staff on the admissions team.

Tick as appropriate:

Yes		No	✓
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Choice Advice must be targeted at those parents who most need support with the secondary school admissions process (paragraph 10). Local authorities and Choice Advisers should market their service to ensure that they reach the families most in need of their support and that other relevant agencies and professionals are aware of the service they provide (paragraph 11). Choice Advisers should be proactive in reaching 'hard to reach' parents and should develop good links with organisations that may be able to refer parents to them (paragraph 12).

- c) Please explain how you ensure Choice Advice reaches those parents who are most in need of it.

Information provided by: Ann-Marie Williams, School Preference Adviser

A key factor in identifying those in need of more support has meant a substantial amount of networking with other professionals and services to help identify those who are deemed to be in need of additional support in applying to schools.

Links have been made with: Home School Liaison Service, SENCO area meetings, Social Services, Parent Partnerships, Learning Difficulties and Disability teams, Educational Psychologists, Education Welfare and Early Years Teams, Primary and Secondary Schools

Data and Census information that has been available from Wokingham Borough Council has also enabled us to look at those schools with a high EAL intake and those in receipt of free school meals.

Joint home visits alongside other professionals such as Home School Liaison Service and Educational Psychologists have also taken place, which has enabled parents to ensure that they have the correct information in regards to making preferences on their application form.

- d) Describe how Choice Advice has contributed to the fairness of the admissions process.

Choice Advice is provided within the Family Information Service which provides independent and impartial advice to all families. All families who are due to make a school application are offered support, and a leaflet regarding the service is given within their packs. The Service ensures that all information provided regarding schools and the application process is independent. All information that is provided encourages parents to make informed decisions about placing their preferences of schools on their application forms. If further support is required then the family is offered further guidance, advice and options in terms of their own thoughts of what they feel would be appropriate for their son or daughter.

Here are some examples of what the service has been providing in our area.

- Attended all open evenings at secondary schools. Leaflets were left with the schools to pass to parents.
- Information regarding School Preference information and contact details is available via the Wokingham Borough Council Website, with a direct link from School Admissions. This is constantly updated with information and how to access the service.
- As the School Preference Adviser is based within the Family Information Service, general information and advice is also provided independently and impartially through this service.
- Drop in Sessions were made available in all Children Centres across the whole borough for both Primary and Secondary applications.
- Offers were made to all Wokingham Primary and Junior Schools on a presentation to Year 5 parents on the transition to secondary schools. 20 Schools accepted the offer, which have taken place throughout May and June 2010. Further drop in session will be offered to those schools which are known to have a high percentage of late applications.
- Follow up letters and calls were made to all primary schools to ensure that parents were made fully aware of the deadline date of 2009. School Preference Leaflets were also placed in the Parents Admission Packs, so those due to make an application will have received information and contact details regarding the service.

Local authorities may provide Choice Advice at the primary school admission stage and for in-year applications (paragraph 5).

e) Choice Advice is offered at the primary admissions stage?

Tick as appropriate:

Yes	✓	No	
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f) Choice Advice is offered for in-year applications?

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Tick as appropriate:

Yes	✓	No	
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It is good practice for Choice Advisers to provide support during the appeals process, particularly to those parents who accessed Choice Advice at the application stage.

g) The Choice Adviser provides support during the appeals process?

Tick as appropriate:

Yes	✓	No	
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i) If no, do you plan to provide support during the appeals process in future?

Tick as appropriate:

Yes		No	
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Transport

Admission authorities **must** explain clearly whether or not school transport will be available, and, if so, to which schools and at what cost (if any). Are details of the availability and cost of home to school travel and transport clearly set out in the composite prospectus?

Tick as appropriate:

Yes	✓	No	
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Information provided by: David Armstrong, Policy & School Access Officer

If No, please provide an explanation

The prospectus sets out the grounds on which children are eligible for transport, and where this is the case arrangements are at no charge. Public transport routes serving each school (at the time of publication) are included in the information in the composite prospectus for secondary schools.

Paragraphs 1.90 and 1.91 of the Code provide guidance on how Governing Bodies **should** ensure that the cost of a school uniform does not inhibit the choice of school. In the following box, please provide details of where schools do not comply with this and what actions you or Governing Bodies have taken or are proposing to take.

The Local Authority does not hold details of uniform costs and individual schools' procurement arrangements for the supply of uniform. It is not uncommon for some items with school logo / badge to be only available for purchase directly from a school or sole supplier. It is a matter for individual school governing bodies to have had regard to the Code in determining their school uniform policy and supply arrangements.

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Please provide details of any improvements that you feel can be made to this template.

It would be helpful to have text boxes that move to fit the text and for the spreadsheet to be formatted to reduce the size of the file.

URN	LA Number	Estab number	LA+ESTAB Number	sex of school description	School Name	school type	headcount of pupils	fte pupils	Number of pupils (used for FSM calculation)	number of pupils taking free school meals	% of pupils taking free school meals	number of pupils known to be eligible for free school meals	% of pupils known to be eligible for free school meals	Children considered to be placed under FAP	Children actually placed under FAP	Number of appeals held	Number of appeals upheld	Number of appeals pending	Admission Arrangements referred / may be referred to the OSA (Y/N)
109759	872	1017	8721017	Mixed	The Ambleside Centre	LEA Nursery School	160	80	160	3	1.9	3	1.9			N/A	N/A	N/A	N/A
109809	872	2062	8722062	Mixed	Oaklands Junior School	Community	246	246	246	4	1.6	4	1.6			0	0	1	N/A
109814	872	2067	8722067	Mixed	Nine Mile Ride Primary School	Community	313	307	313	0	0.0	4	1.3			2	2	0	N/A
109829	872	2088	8722088	Mixed	Farley Hill Primary School	Community	203	197.5	203	1	0.5	1	0.5			1	0	1	N/A
109830	872	2089	8722089	Mixed	Lambs Lane Primary School	Community	180	180	180	13	7.2	18	10.0			1	0	0	N/A
109836	872	2100	8722100	Mixed	Bearwood Primary School	Community	226	206	226	23	10.2	31	13.7			0	0	0	N/A
109837	872	2101	8722101	Mixed	Wescott Infant School	Community	145	140.5	145	2	1.4	2	1.4			1	0	2	N/A
109839	872	2105	8722105	Mixed	Whiteknights Primary School	Community	364	364	364	44	12.1	45	12.4			1	0	5	N/A
109840	872	2106	8722106	Mixed	Keep Hatch Primary School	Community	305	302	305	22	7.2	22	7.2			0	0	0	N/A
109850	872	2116	8722116	Mixed	Aldryngton Primary School	Community	299	299	299	3	1.0	3	1.0			5	2	1	N/A
109855	872	2121	8722121	Mixed	Emmbrook Infant School	Community	146	140.5	146	4	2.7	4	2.7			0	0	1	N/A
109863	872	2130	8722130	Mixed	Emmbrook Junior School	Community	226	226	226	10	4.4	18	8.0			1	1	0	N/A
109865	872	2132	8722132	Mixed	Oaklands Infant School	Community	151	151	151	2	1.3	2	1.3			0	0	0	N/A
109869	872	2137	8722137	Mixed	Waller Infant School and Nursery	Community	284	258	284	10	3.5	10	3.5			3	0	5	N/A
109876	872	2146	8722146	Mixed	Winnersh Primary School	Community	331	324.5	331	11	3.3	11	3.3			3	3	0	N/A
109877	872	2148	8722148	Mixed	Gorse Ride Junior School	Community	235	235	235	11	4.7	15	6.4			0	0	0	N/A
109878	872	2149	8722149	Mixed	The Colleton Primary School	Community	204	204	204	2	1.0	2	1.0			4	4	0	N/A
109886	872	2157	8722157	Mixed	Shinfield Infant and Nursery School	Community	160	134	160	18	11.3	19	11.9			0	0	0	N/A
109889	872	2160	8722160	Mixed	Willow Bank Infant School	Community	142	142	142	5	3.5	5	3.5			0	0	1	N/A
109890	872	2161	8722161	Mixed	Willow Bank Junior School	Community	236	236	236	3	1.3	7	3.0			0	0	0	N/A
109892	872	2163	8722163	Mixed	Hatch Ride Primary School	Community	204	204	204	7	3.4	10	4.9			1	0	0	N/A
109894	872	2167	8722167	Mixed	Rivermead Primary School	Community	301	300.5	301	15	5.0	15	5.0			0	0	0	N/A
109899	872	2184	8722184	Mixed	Westende Junior School	Community	215	215	215	13	6.0	13	6.0			0	0	0	N/A
109921	872	2227	8722227	Mixed	The Hawthorns Primary School	Community	394	389	394	8	2.0	8	2.0			5	0	5	N/A
109924	872	2232	8722232	Mixed	Gorse Ride Infants' School	Community	169	156	169	7	4.1	7	4.1			2	0	2	N/A
109927	872	2235	8722235	Mixed	Radslock Primary School	Community	452	417.5	452	7	1.5	7	1.5			11	1	6	N/A
109929	872	2237	8722237	Mixed	Hawkeden Primary School	Community	480	480	480	22	4.6	22	4.6	1.0	0	0	0	9	N/A
109930	872	2238	8722238	Mixed	Hillside Primary School	Community	436	410	436	23	5.3	29	6.7			2	0	4	N/A
109936	872	2245	8722245	Mixed	Beechwood Primary School	Community	237	237	237	12	5.1	18	7.6			0	0	3	N/A
109972	872	3037	8723037	Mixed	St Nicholas Church of England Prima	Voluntary controlled	120	120	120	2	1.7	3	2.5			1	1	0	N/A
109976	872	3041	8723041	Mixed	Shinfield St Mary's CofE Junior Schoc	Voluntary aided	120	120	120	7	5.8	11	9.2			0	0	0	NO
109981	872	3046	8723046	Mixed	Polehampton Church of England Infai	Voluntary controlled	173	162.5	173	3	1.7	5	2.9			0	0	1	N/A
109983	872	3048	8723048	Mixed	Crazies Hill CofE Primary School	Voluntary controlled	84	84	84	3	3.5	3	3.6			0	0	0	N/A
109987	872	3055	8723055	Mixed	St Paul's CofE Junior School	Voluntary controlled	379	379	379	11	2.9	15	4.0			3	0	0	N/A
109988	872	3056	8723056	Mixed	Woodley CofE Primary School	Voluntary controlled	256	256	256	6	2.3	12	4.7			0	0	0	N/A
109989	872	3057	8723057	Mixed	Robert Piggott CofE Infant School	Voluntary controlled	132	121	132	2	1.5	2	1.5			0	0	12	N/A
109993	872	3061	8723061	Mixed	Robert Piggott CofE Junior School	Voluntary controlled	162	162	162	2	1.2	2	1.2			0	0	0	N/A
110009	872	3312	8723312	Mixed	Earley St Peter's Church of England \	Voluntary aided	491	447.5	491	17	3.5	25	5.1			0	0	0	NO
110012	872	3315	8723315	Mixed	Finchampstead Cofeva Primary Scho	Voluntary aided	109	109	109	2	1.8	3	2.8			2	2	0	NO
110015	872	3319	8723319	Mixed	Grazeley Parochial Church of Englant	Voluntary aided	95	95	95	4	4.2	4	4.2			0	0	0	NO
110016	872	3320	8723320	Mixed	Sonning CofE Primary School	Voluntary aided	192	184	192	0	0.0	3	1.6			0	0	0	POSSIBLY
110024	872	3330	8723330	Mixed	Saint Sebastian's Church of England \	Voluntary aided	139	139	139	1	0.7	6	4.3			0	0	0	NO

110032	872	3341	8723341	Mixed	St Teresa's Catholic Primary School, ' Voluntary aided	223	223	223	4	1.8	4	1.8			3	1	0	NO	
110041	872	3368	8723368	Mixed	St Dominic Savio Catholic Primary Sc Voluntary aided	395	390.5	395	10	2.5	10	2.5			0	0	0	NO	
110054	872	4041	8724041	Mixed	Ryelish Green School	Community	83	83	83	5	6.0	6	7.2		0	0	0	N/A	
110058	872	4047	8724047	Girls	The Holl School	Community	1229	1229	1249	11	0.9	24	1.9		23	2	0	N/A	
110059	872	4048	8724048	Mixed	St Crispin's School	Community	1084	1084	1089	31	2.8	50	4.6	1.0	0	0	0	1	N/A
110060	872	4049	8724049	Mixed	The Emmbrook School	Community	1227	1227	1227	23	1.9	52	4.2	1.0	0	5	0	1	N/A
110061	872	4050	8724050	Boys	Forest School	Community	1147	1147	1153	34	2.9	48	4.2	2.0	0	0	0	N/A	
110062	872	4051	8724051	Mixed	The Bulmershe School	Community	1113	1113	1113	113	10.2	110	9.9		0	0	0	N/A	
110064	872	4053	8724053	Mixed	Maiden Erlegh School	Community	1790	1790	1790	42	2.3	59	3.3		43	4	3	N/A	
110070	872	4060	8724060	Mixed	Waingels College	Community	1365	1365	1387	20	1.4	36	2.6	2.0	1	3	3	0	N/A
110079	872	4505	8724505	Mixed	The Piggott School	Voluntary aided	1185	1186	1186	23	1.9	26	2.2		4	4	37	YES	
110181	872	7006	8727006	Mixed	High Close School	Non-Maintained Spe	n/a	n/a	n/a	n/a	n/a	n/a	n/a	1.0	1	N/A	N/A	N/A	N/A
110187	872	7029	8727029	Mixed	Addington School	Community Special	203	199.5	203	30	14.8	44	21.7		N/A	N/A	N/A	N/A	
110191	872	7033	8727033	Mixed	Southfield School	Community Special	59	59	59	14	23.7	22	37.3	2.0	2	N/A	N/A	N/A	N/A
131192	872	3371	8723371	Mixed	Loddon Primary School	Community	434	433.5	435	12	2.8	12	2.8		1	0	3	N/A	
131689	872	2246	8722246	Mixed	Hightwood Primary School	Community	190	172.5	190	19	10.0	29	15.3		0	0	0	N/A	
133383	872	2247	8722247	Mixed	South Lake Primary School	Community	470	418	470	27	5.7	32	6.8		0	0	1	N/A	
134699	872	3370	8723370	Mixed	Polehampton Church of England Juni	Voluntary controlled	211	211	211	6	2.8	10	4.7		0	0	0	N/A	
135459	872	3372	8723372	Mixed	All Saints CofE (Aided) Primary Scho	Voluntary aided	251	233.5	251	40	15.9	54	21.5		0	0	0	NO	
135617	872	3373	8723373	Mixed	The Coombes Church of England Pri	Voluntary controlled	550	522.5	550	8	1.5	23	4.2		1	0	0	N/A	

Please note: For columns where dual registered pupils are to be excluded (i.e. columns H and I) only pupils with an enrolment status of Main and Current have been included in the totals. For columns including solely and dually registered pupils (i.e. columns J and M) all pupils have been included i.e. pupils with an enrolment status of Current, Main and Subsidiary.

TITLE **SECONDARY ADMISSIONS REVIEW**

FOR CONSIDERATION BY Admissions Forum on 17 June 2010

REPORT PREPARED BY David Armstrong

SUMMARY

The Secondary Admissions Review has produced as its output a series of papers setting out options for consultation. These papers will also be considered by the Review Board on 10 June and any views of the Board will be reported to the Forum.

Any options taken forward by the Council would be subject to further consultation and consideration at a future meeting of the Forum.

RECOMMENDATIONS

The Forum is invited to offer advice on the suitability of the options presented in the papers for wider consultation.

SUPPORTING INFORMATION

It was reported at the last meeting of the Forum that the Secondary Admissions Review was underway. The Review Board for this project has met three times.

Copies of reports as presented to the last meeting of the Review Board are attached as annexes to this covering report. (Members of the Forum have already had copies of these as Review Board papers.)

LIST OF ANNEXED REPORTS

- a. Review next steps
- b. Admissions criteria
- c. Options for Bulmershe and Maiden Erlegh Areas
- d. Options for Wokingham Town and South Areas
- e.

List of Background Papers

Secondary Admissions Review project documentation.

Held by David Armstrong	Service Childrens Services
Telephone No 974 6134	Email david.Armstrong@wokingham.gov.uk
Date 8 June 2010	Version No. 1

TITLE	Secondary Admissions Review: Next Steps
FOR CONSIDERATION BY	Review Board 10 th June 2010
REPORT PREPARED BY	Piers Brunning

SUMMARY

This is the last scheduled Secondary Admissions Review Board meeting before presentation of the review report to the Admissions Forum and commencement of public consultation. The Board is invited to confirm how it would prefer these steps to be managed.

In particular the Board is asked to:

- Express a view on the suitability of the proposals for consultation.
- Expresses a view on how they should be improved, if necessary.
- Endorse the proposed consultation timetable.

Consultation options are set out below.

Secondary Admissions Review: next steps

The Secondary Admissions Review was established early in 2010 with an initial Board meeting on 26th March 2010 to:

“ (a) to undertake a complete a review of the secondary designated areas, in the context of secondary age pupil projections, admissions arrangements, Building Schools for the Future (Expression of Interest), Local Development Framework Core Strategy, and Sustainable Travel To School Strategy.

(b) To produce recommendations to be agreed as preferred options for future admission arrangements, to be submitted to statutory public consultation as part of (i) related school reorganisations and (ii) 2012-2013 and, as appropriate, 2013-2014 proposed admission arrangements. ”

The agreed programme established that the Board's work would be concluded by June 2010, leading to a report to the Admissions Forum on 17th June 2010 and public consultation after that date. The Board has met three times and the working party five times. Four main issues have been discussed:

- Admissions arrangements for Woodley and Earley schools
- Admissions arrangements for Wokingham Town and adjoining areas
- Single sex school admissions issues
- General admissions issues.

This partnership approach has lead to the development of the papers attached to this report. These papers show that there is no one right approach

to the issue of allocating places at oversubscribed schools and that there are a number of credible alternative options for Wokingham.

It is therefore proposed (subject to member endorsement) that these options are presented to the public and local schools this summer and early autumn, to allow stakeholders (schools and families) the greatest possible opportunity to contribute to the development of formal proposals for the 2012 and 2013 admissions rounds.

The initial stages of the consultation exercise will necessarily be low key – essentially putting documents into the public domain. Full engagement would be in September – when schools and their governing bodies would have the opportunity to challenge the proposals and formally establish their own positions. The end date of the consultation process would be as late as possible (possibly into October 2010) to allow as full a debate as possible.

This would lead naturally into the process of establishing formal proposals for the 2012 admissions round (which must be presented to the Admissions Forum in November 2010).

Summary proposed consultation timetable:

Admission Forum considers Review findings	June 2010
Member endorsement of consultation proposals.	July 2010
Consultation proposals published on line and distributed to schools, neighbouring local authorities and other interested parties.	End July 2010
Distribution of documents to parents through schools.	September 2010
Formal engagement with schools.	September 2010
Review responses and use these to inform development of proposals for 2012.	October 2010
Member endorsement of proposed arrangements.	Early November 2010
2012 Admissions arrangements proposals presented to the Admissions Forum & subject to public consultation	November 2010 to March 2011
2012 Admissions arrangements determined.	By 15 th April 2011

TITLE	ADMISSIONS CRITERIA FOR DETERMINING OPTIONS
FOR CONSIDERATION BY REPORT PREPARED BY	Review Board 10 June 2010 Steve Clarke

SUMMARY

This report provides an overview of the main aims of admissions arrangements to offer a framework against which criteria and options for change can be assessed.

1-Introduction

This paper reviews the work of the Board and Steering group so far and seeks views on the framework of admission criteria, which will help determine the detailed proposals for particular areas.

The criterion of the highest priority being given to children with statements of special educational need which name the school is statutory and admission authorities cannot refuse admission- such placements top slice all allocations. It is national policy that looked after children are given the first numbered priority (A) and this is therefore common to all options below. It is a local discretion to give high priority to those with medical and social need (Criterion B) and this is not suggested for review in this paper.

The recommended policy statement gives high priority to siblings (Criterion C and E) and this is reviewed briefly in paragraph 4 below. The next criterion (D) is currently designated area and in part of the borough there is a shared designated area. The last meeting reviewed whether this should be replaced by a linked school criterion and the majority view so far is that the Borough should retain designated areas as the main determining factor after siblings... Within designated areas there is the question of tiebreakers and this is dealt with in paragraph 11 below.

The retention of the criterion for linked schools (F) as a lower priority is discussed in paragraph 13 The single sex/coeducational criterion (G) is discussed in paragraph 17.

2 -Siblings

Some authorities treat all siblings as the same and some such as Wokingham differentiate between types of sibling. In almost all local authority areas a sibling criterion "top slices" the places available.

The current Wokingham policy is as follows:

C-Siblings (defined in detail) whose permanent home address is in the school's designated area.

E-Siblings living outside the designated area

In many situations the case for differentiating between siblings within the designated area and those outside makes sense. It avoids the situation of parents securing a place for their first child and then moving miles away but "holding onto their place" for the next child. It is very limiting for many parents however. A parent who needs more space for a growing family and wants their child educated together can only look for property within the designated area. A family seeking to move closer to an elderly relative for care purposes may be reluctant to do so. As some DAs are so arbitrary the DA condition seems unduly limiting.

It would be possible to widen Criterion C to either:

a) *-or those living within 3 miles of the school by the shortest walking route (or radial distance) so that local siblings still have priority (this extension would have a reduced impact on transport movements)*

Or

b) *Those living in a designated area covering Wokingham schools i.e. almost Borough wide.*

If widened to b) the option could therefore be to eliminate criterion E altogether as all siblings who lived in the borough would be admitted and those who have moved away would have to take their chances under the distance criterion. Recommendation B seeks views on this issue.

If designated areas are changed as part of this review a transitional arrangement has been recommended in previous reports whereby those in a DA before the DA was changed can still qualify under Criterion C. This limits the impact on existing parents of any change. Over time the number qualifying under this transitional arrangement will diminish. (Recommendation A)

3 -Criterion D: Designated Areas

The consensus so far expressed is that the Borough should retain designated areas as the main criterion for non-siblings. Designated areas should ideally be based on natural communities and have geographical and demographic logic. In this way secondary schools can be at the heart of their communities and build links with local primary schools. Designated areas give parents a good idea of their chances of being admitted to that school. The major disadvantages of designated areas are that people move in to a DA to secure the preferred school affecting demography and property prices and in some cases reinforcing advantage and unbalancing intakes. DAs are also difficult to change to reflect changes in numbers.

The current DAs for Waingels Copse and The Piggott are well defined and have a sense of logic. The accompanying papers for this meeting review the DAs for Maiden Erlegh and Bulmershe and suggest changes. The previous meeting reviewed the option of a Borough wide criterion for single sex

schools. A further review of the DA for Wokingham town/South West is in a separate paper for discussion.

Ideally designated areas should have sufficient places within them to meet forecast demand. Although the Code of practice states that there should not be a guarantee of a place parents reasonably expect that if they are part of a designated area it means that there will be a place for them.

The separate report on Maiden Erlegh says that it may not be possible to accommodate all within the shared DA and therefore a tiebreaker such as distance or random allocation may need to be used. The issue of random allocation has sensitivities which distance does not. It is fair in that all have an equal chance irrespective of income but it has associations with "lotteries". Recommendation D seeks a view on this.

A reserve position of a shared DA with Bulmershe is also suggested. The report on Wokingham town also has the option of a shared DA and tiebreakers such as distance or random allocation would need to be used for that.

4 - Criterion F Linked schools

The report to the previous Steering Group said that the current system of linked schools would need major review before it was used as a significant criterion for these reasons: Many schools send few if any to their linked schools. Some are not linked at all. Some schools have too many links to be educationally meaningful, others have up to 24 feeders most of which are not linked. As it is applied Criterion F does not give priority for some of the most oversubscribed schools and for most of the remainder parents would have been admitted anyway under the distance criterion in H.

As stated in the earlier report the concept of secondary schools working seamlessly with their local primaries is to be encouraged but this does not rely on a direct link with admission criteria.

The Admissions Code urges simpler criteria and neighbouring authorities such as West Berkshire and Reading have simplified their criteria and found the change works well

For these reasons the recommendation E is that Criterion F is removed from the scheme.

5 - Criterion G Single Sex/Coeducational

This currently reads:

"Children whose parents have selected a single sex school when the designated appropriate is coeducational or conversely a coeducational school when the designated appropriate is single sex "

In practice applications under this criteria are only made in Wokingham town area. The criterion does not have sufficient priority to work in practice and none gain admission to the Holt under this criterion.

The alternative proposal for a shared DA for the 4 Wokingham town\Winnersh schools would make this criterion redundant and in any case it has limited value.

In the interests of simplification it is recommended that it be removed from the scheme. (Recommendation F)

6 - Conclusion

The Borough has the opportunity to simplify the criteria for oversubscription, following “looked after” and “medical” to

Siblings

Designated Areas

Distance

if it believes simplification is an aim in itself.

There may need to be the complications of transitional arrangements for siblings and at least one shared DA.

The Project Board is invited to give views on the following issues:

A-That if a change is made to DAs the siblings in the former DA continue to have priority (paragraph)

B-that sibling priority be widened to

1-any sibling within 3 miles of the school by radial distance or

2- any sibling living within any designated area for any Wokingham school. If B(2) is adopted, criterion E would be removed and there would not be the need for transitional protection in recommendation A

C-that designated areas or shared areas remain the main criterion for allocating places after siblings

D-That a collective view be expressed on the merits of random allocation as a tie-breaker

E-that the linked school criterion(F) be removed from the scheme

F-that the single-sex/coeducational criterion(G)be removed from the scheme

ANNEX C

TITLE **REVIEW OF DESIGNATED AREAS FOR
BULMERSHE AND MAIDEN ERLEGH SCHOOLS**

FOR CONSIDERATION BY **Review Board 10 June 2010**
REPORT PREPARED BY **Steve Clarke**

SUMMARY

This report explores options for secondary school admission areas covering Bulmershe and Maiden Erlegh Schools, for the Review Board to consider

1-INTRODUCTION

The review of the designated areas for Bulmershe and Maiden Erlegh Schools is one of the highest priorities for the Secondary Admissions Review. The Council made a commitment to undertake this Review in 2010 when it proposed the closure of Ryeish Green School and made 'temporary' designated areas for the communities previously served by that school.

There are a number of other compelling reasons for the review.

1. There have been substantial housing developments in Lower Earley since DAs were drawn up under Berkshire County Council.
2. The DAs for Bulmershe and Maiden Erlegh have no inherent logic- within a short distance and without any natural barrier pupils in Lower Earley may be in the DA for one of four schools: Maiden Erlegh,
3. Bulmershe in Woodley, Forest in Winnersh and the Holt in Wokingham
4. The pragmatic response Berkshire CC made in response to the closure of Alfred Sutton Sec in Reading many years ago needs review as Wokingham demand has grown.
5. The lack of access to Maiden Erlegh is an issue with parents in Lower Earley
6. The current DAs were criticised by the Office of the Schools Adjudicator in 2009 and a review was recommended.

2 - DESCRIPTION OF THE DA AND THE SCHOOLS CONCERNED

1. **BULMERSHE** School has an admission number of 240. It is situated in the western part of Woodley and has good accessibility from Woodley and Reading. Its DA includes several areas including Woodley West, the New Town area of Reading and two separate areas in Lower Earley. The northern DA is almost separated by the Whiteknights\ University of Reading campus, which is in the DA for Maiden Erlegh, a

pragmatic decision made when Alfred Sutton closed. Bulmershe also shares an area south of the M4 with Emmbrook following the closure of Ryeish Green.

The admission pattern for Bulmershe is that insufficient applications are made from within the DA and the school accepts significant numbers of Reading children. In March of each year there are insufficient places for all Wokingham applicants at other borough schools and they are then offered a place at Bulmershe but by September the school is undersubscribed. In recent years intakes have fallen from c220 to 158-186 but still a viable number for a secondary curriculum. Pupils resident in the DA for Bulmershe obtain places in other schools mainly Waingels Copse, Forest and Emmbrook with a few at Piggott. The majority of pupils living in the SW of the borough around Shinfield seeking a Wokingham school will make the longer bus journey to Emmbrook.

Relative achievement and perceptions: In 2009 the school obtained 45% GCSE 5A*-C inc Maths and English. In its last section 5 Ofsted inspection it was graded 3 (Satisfactory). Bulmershe has better results than 4 of the 5 Reading non-selective schools and is regarded well by Reading parents. It has the lowest results of the Wokingham schools and the admission service finds resistance from some parents if a place is offered there.

2. **MAIDEN ERLEGH (ME)** School has an admission number of 278 and an exceptionally large sixth form giving it a total roll of 1790. The school is situated on the northern part of Earley and its DA and is accessible by road through a residential area. It has pedestrian links to the main Wokingham Road. The entrance to the main school is shared with a primary school and is restricted.

Relative achievement and perceptions: In 2009 the school achieved 72% 5 GCSEs A*-C inc Maths and English. Its Section 5 Ofsted rating is outstanding and the school is designated as a National Support School to assist other schools. Places at the school are sought after.

The Designated Area covers Earley and a small part of Lower Earley and the Whiteknights\Uni of Reading area which is partly situated in the borough of Reading.

The admission pattern to Maiden Erlegh is a larger than average statements of special needs entry and larger than average numbers of siblings --about a third of the intake--within the DA (c90-105) which reduces the places for non-sibling DA applicants. There was exceptional pressure on the admission number from within the DA until the school was expanded. It can now admit all within the DA, siblings living outside the DA and in three of the past 5 years some or all of those from linked primary schools.

3-OFFICE OF SCHOOL ADJUDICATOR JUDGEMENT

In 2009 there were objections to the admission arrangements from two parents in Lower Earley who lived in an area outside the DA for Maiden Erlegh. The objections included the joint DA between Bulmershe and Emmbrook. The conclusion of the judgement was as follows:

“For the reasons indicated above, I do not consider that there has been discrimination against the contested designated area for The Bulmershe School. I agree with the objectors that there is an urgent need to review the secondary designated areas - and rebalance them as far as possible - considering the very favourable designated area for Maiden Erlegh which includes the University of Reading. I must also observe that reduction in the significant disparity in quality between Maiden Erlegh and the Bulmershe and Emmbrook Schools as judged by their most recent inspections would do much to reassure parents who aspire to a good standard of education and feel they are denied access to it. It is to be hoped that the Council and the leadership of the three schools concerned, one of which is a high performing school with much to offer the others, can address this challenge urgently in the interests of young people in this part of the Wokingham local authority area. “

The wider issues raised by the Adjudicator are outside the terms of reference of the brief for the external consultant and remain to be discussed by the schools and the LA.

4-FUTURE TRENDS

- Births: Since the lowest birth year of 2002\3 births in the borough have risen 17%. The wards in the west of the borough above the M4 have seen births rise by 10% and births in Earley in the Little Hungerford and Redhatch wards have remained at the 2002\3 level.
- Inward migration. The Borough is experiencing larger numbers of primary entries from Wokingham than would be expected from births in the borough, a reversal of the trend before 2001. The implication is that parents are moving into the Borough “after birth” and the Earley area is part of this trend: there are more applications to local primary schools than expected from local birth data. The borough does not have access to any reliable data about this trend until pupils apply to school.
- Housing: The area above the M4 is not subject to any significant housing development-there are major developments in Shinfield south of the M4 and the expectation is that Shinfield parents will in the longer term seek places at the proposed new school in Arborfield.
- Reading borough developments. The Borough of Reading has about 1500 primary pupils in each age group but places in the non-selective schools for about 980. It’s grammar schools and the non-selective Blessed Hugh Farringdon RC recruit from a wide area. The Borough is planning for the continued “export” of pupils to West Berkshire, Oxfordshire and Wokingham. In recent years the secondary schools in

Reading have increased in popularity and only one school (Reading Girls) has spare places in 2010. Primary school rolls in Reading are now rising and will increase by about 120 places a year (4FE). The Borough has no plans to expand secondary capacity significantly and has few options for identifying possible secondary school sites. The Borough therefore still needs access to places in Wokingham and it can be assumed that there would be objections if access were reduced.

5 - ANALYSIS OF THE DESIGNATED AREAS

Ideally a designated areas should fulfil the aims in the Policy Statement and be easily identifiable as having coherence and logic, in other words it serves natural communities where people live, shop and meet, a sense of community usually fostered by geographical boundaries such as road and rail routes, rivers and open spaces.

Woodley would be a natural designated area but as there are two schools serving it the DA is split. Waingels has natural boundaries on all other sides and therefore Bulmershe is the school that has to look outwards to Reading- a pattern of movement that is well established. The split of its DA by Whiteknights/University of Reading has no geographical logic.

Earley and Lower Earley (bounded by the Reading/Wokingham railway in the north, Elm Lane and Shinfield Road to the West, Lower Earley Way/M4/River Loddon to the south and east) is a geographical entity with its own local shops. There is a mixture of older and in Lower Earley more modern housing but no significant natural boundary within the area. Rushey Way is the main circulation route within the area and has been used to delineate part of the ME/Bulmershe DA. Overall however Earley/Lower Earley appears to meet the criterion of a well-defined DA.

The major challenge therefore is to devise a way in which all who live in Earley and Lower Earley feel they have fair access to their local school.

However as Annex B explains, too many potential pupils live within it to go to the local school, Maiden Erlegh, and the rest of this paper explores the difficult options for deciding who can secure admission. The last option is no change if all other options are seen as worse than the status quo.

6 - TRANSITIONAL ARRANGEMENTS

If a proposal to exclude an area from the DA of an oversubscribed school is agreed it is recommended that transitional arrangements be made for the siblings of those living in the newly excluded area. This is for several reasons. The Policy Statement gives high priority to siblings. Parents have made plans for their siblings to be at the same school as the older sibling. There would be heightened opposition, as it would be felt that the rules have been changed "midstream".

The revised admission oversubscription criteria could therefore read on the

lines of "Children whose permanent home address is in the school's designated area *or who were living in the designated area for the school under the admission arrangements for the (say 2010) admission year...etc.*

In the initial years therefore siblings will take up about a third of the places released by a change of DA but the number will reduce over time. A separate paper has recommended the dropping of the linked school criterion, which would provide some more flexibility over numbers in some of the future years.

7 - OPTIONS FOR CHANGE

The options below assume that for the foreseeable future Maiden Erlegh school will be oversubscribed and some form of tiebreaker will be determining factor as to who will secure a place possibly within its DA (depending on how widely it is drawn) but certainly for other applicants. As noted in the policy paper changes to admission arrangements cannot ensure that more pupils gain access to a school, only whether policy priorities are met which the community feel are more or less fair. It is inevitable that any who are newly excluded will feel the change to be unfair.

8 - PROPOSAL TO CREATE A DESIGNATED AREA FOR MAIDEN ERLEGH BASED WHOLLY ON EARLEY/LOWER EARLEY

As Earley/Lower Earley is a geographical and community entity and Maiden Erlegh is the community school identified with it and sharing its name, there is a strong case that the school should draw first from this area. The Lower Earley areas currently in the DA for Bulmershe and Holt/Forest would be transferred to this DA and the Whiteknights area would be reallocated to Bulmershe DA.

However as there is an excess of potential pupils in this proposed DA there needs to be a way of allocating places under the DA criterion. Annex B sets out some detailed calculations but it is clear that there are potentially more DA applicants than places available although the excess is not as great as would appear at first sight if there is still an outflow to grammar and independent schools. If all places were to be allocated under this criterion there would be no places for siblings now living outside the DA. It would also be necessary to consider what would happen to those within the DA who did not secure a place. The obvious solution to this is give them priority for an alternative school - in effect to create a 'shared' DA.

The main choices are:

A-Random allocation. Under this method all non sibling DA applicants would be chosen by a random means: in essence a lottery. This gives everyone the same statistical chance irrespective of distance within the area. For the first time those in Lower Earley would have the same chance of admission to Maiden Erlegh as those in Earley but the corollary is that those in Earley would not in effect have guaranteed admission. Annex B tries to assess the likely ratio of applicants to places and on the calculation shown and with a degree of caution

about the assumptions the great majority would gain admission.

This ratio is quite important in determining how the 'fairness' of the change might be perceived. If, for example, it was possible to accommodate 80% of those who would seek places from within the DA the 'losers' would see their chance of place reduce from 100% to 80%. Whereas the gainers, who are currently excluded from "their" school altogether, would see their chances improve to 80%. So the gainers would gain more than the losers lost. On the other hand if there were twice as many applicants as places the balance of advantage would be more even with everyone having a 50/50 chance of a place.

B-A geographical or distance tie breaker which gives part of the area higher priority for admission. Options include:

1. Radial distance to the school or 'walking distance' both of which which favour those nearest the school
2. Distance from a 'measuring point' nearer to the centre of DA which would shift the balance of advantage towards the south of the area but would have disadvantage some families living very close to the school which would be perceived as very unfair
3. Next nearest school which favours those living furthest from Bulmershe (the areas towards Shinfield Road)
4. Arbitrarily stating that parts of the DA have higher priority than others.

There are advantages and disadvantages with both 'random' and 'distance' approaches and there is no "right" answer.

Comment [AP1]: I assume the 'both' here means this, rather than choices between different distance options?

A shared DA with Bulmershe would need to overlay the DA for Earley and Lower Earley so that all those excluded would have high priority for admission to the next nearest school which is Bulmershe.

Whatever option is recommended will have to be the subject of consultation. Clearly it is for the community of Earley and Lower Earley to respond but it is inevitable that there will not be a unified view. Those who believe they will lose out will always object and those who stand to gain may not be so strongly motivated to respond. It is therefore likely that formal objections will outweigh active support. It is therefore important that the implications of retaining the status quo are adequately explained as well as those for any proposals for change.

9 - THE OPTION OF NO CHANGE

The commitment by the Council is for this Review. It will be seen that any change is difficult and contentious and it is open to the Review members to review the options and decide that the status quo is the least worst option. However, given the compelling reasons for undertaking it set out in paragraph 2 above, this could be seen as ducking the issue.

10-SOCIO-ECONOMIC DATA

The Borough has mapped relative socio-economic disadvantage (indices of multiple deprivation) in the Borough. None of the "super output" areas for Bulmershe or Maiden Erlegh have high deprivation on a national ranking. Part of the area serving Bulmershe has "above average" deprivation. Almost all of the Earley and Lower Earley super output areas are amongst the least deprived in the UK, as is the Whiteknights area. The proposal above in paragraph 9 does not significantly affect the socio-economic pattern of admissions to Maiden Erlegh.

11-CONCLUSION

The Review Board is asked to:

- 1- review the proposal to create a new DA for Maiden Erlegh only as set out in paragraph 9 (with the back up that any unallocated pupils are part of a shared DA with Bulmershe)
- 2-review the options set out in paragraph 11 for tie breakers and
- 3-make comments to the Council.

Steve Clarke, Education Consultant, Tribal Group

V4

ANNEX A-Defining the changed DAs

The proposed Maiden Erlegh DA for Earley and Lower Earley would have the following boundaries:

Going clockwise, the Reading-Wokingham railway to Little Horse Close, Wokingham Road (A329), Lower Earley Way, Shinfield Road, Elm Road, Wilderness Road, back to the Wokingham Road, Mays Lane and the Reading-Wokingham railway

Annex B Analysis of Numbers

1. Numbers within the Western area of the Borough north of the M4.
The area has been analysed into sub-areas called "polygons". A map attached to this report (Annex A) indicates the location of each polygon. The numbers in National Curriculum Year One in each polygon are as follows:

Polygon	Description	NC Year One (Jan 2010)	Current DA
1	Lower Earley west and Shinfield Upper	88	Bulmershe DA
2	Lower Earley middle	31	In Holt/Forest DA
3	Lower Earley middle	42	Maiden Erlegh DA
4	Lower Earley	25	Bulmershe

	East		DA
5	Earley	158	Maiden Erlegh
6	Woodley West	92	Bulmershe
7	London Road area	32	Bulmershe

8	Whiteknights/U of Reading campus	30	Maiden Erlegh
9	New Town	Figures n/a	Bulmershe

2-The numbers in Polygon 1-5 total 344 which a similar figure to Yr 6 nos in the polygons 1-5 of 346

3-The figures are a guide in that if one area was removed from the DA for one school and another inserted it cannot be guaranteed that a similar number would seek places.

4-In many other situations an option would be the further expansion of an oversubscribed school but Maiden Erlegh has been expanded and is now "full" on the current site. It is a large school by national standards.

5-Assessing the demand of an "Earley\Lower Earley DA " for Maiden Erlegh

There are a number of factors which will influence demand from year to year

1. Birth rates in the area:currently static
2. Inward migration from years 0 to year 6: Always unknown and may be affected by whether parents see residency as guaranteeing admission
3. The level of special needs entries:about 10 a year but rising more recently from applications outside the area
4. Sibling demand from within DA: normally between 90-100 a year which represents about a third of the intake. Some Whiteknights parents will want to take up the offer of continued access for sibilings if this is agreed and for the calculation below 100-110 a year is assumed. Currently there are 56 pupils in the DA who go to the Holt, Forest Emmbrook and Bulmershe and some siblings at least will continue to do so. On the one third rule of siblings about 15-20 would continue to these schools
5. Movement to independent, grammar and denominational schools. Of the 6 primaries in Earley neighbourhood, about 50 (net) do not go to Wokingham state secondary schools.

6. The creation of a new DA could change admission patterns such as fewer seeking places outside Wokingham schools or more could move in to Lower Earley as the chances of a place at Maiden Erlegh is greater.

An initial calculation of demand versus places is therefore

Demand from within DA: about 350 live in the proposed DA each year. This could be reduced by demand for non Wokingham schools (45-50), siblings going elsewhere (c15-20) reducing potential demand to 280-290. This figure needs treating with caution as the opening up of potential places at Maiden Erlegh to Lower Earley could change admission patterns i.e. if a place was offered at Maiden Erlegh less may go elsewhere

Places: there are 278 places each year of which 10-15 go to special needs if which a few will come from the DA. That leaves about 268 places for siblings and others. DA siblings will take up 100-110 places leaving 148-158 places for the non sibling DA demand of 170-180 places.

On a random allocation system therefore the great majority would secure admission **but this calculation is based on current patterns which could change.**

TITLE **DESIGNATED AREAS FOR THE WOKINGHAM TOWN AND SOUTH WEST AREAS**

FOR CONSIDERATION BY **Review Board 10 June 2010**
REPORT PREPARED BY **Steve Clarke**

SUMMARY

This report explores options for secondary school admission arrangements covering Wokingham Town and the South of the Borough, for the Review Board to consider.
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1- INTRODUCTION

At its last meeting the Board reviewed the issue of widening access to the single sex schools and the implications of potential changes. There was not a consensus on possible changes and in particular most of the secondary heads favoured no change. However it was agreed by the meeting that the issue should be explored further.

2- REASONS FOR REVIEW

A review of admissions was promised when Ryeish Green was proposed for closure but there are six other reasons why a review of the designated areas for the schools in Wokingham town and Winnersh is necessary

1. The designated areas for Forest, Holt and Emmbrook have no logic in terms of natural communities or geographical features
2. Access to single sex education is reserved for one particular segment of the Borough without any rationale other than history
3. The designated area for the Holt produces excess demand for places and it is increasingly difficult to admit all in the designated area (Criterion D). Siblings outside the designated area (Criterion E) cannot gain admission
4. Conversely the lower normal demand for boy's only education means that the DA does not generate enough demand for the Forest School. In practice, it takes from the whole borough but the school believes that the more limited DA does affect potential demand.
5. In an area of relative advantage the intakes to the school are more varied in socio-economic characteristics than might be produced under other criteria. A map will be circulated at the meeting, In general the area is, on national criteria, economically advantaged but there are 3 "super output " areas, one in Winnersh and two in Wokingham town, which have deprivation significantly above average.

6. Any solution needs to be as future proof as possible as there is likely to be substantial development in the next two decades

At the start of this admissions review the Local Development Framework seemed clear: the Borough would plan for 10,000 extra dwellings on four major sites in the Wokingham town/South West area with the major uncertainties being those of timing, in particular the move of REME from Arborfield and the current reduced demand for new houses.

Following the change of Government there has just been an announcement that the previous Regional Spatial strategy, which required the Local Development Framework, is to be set aside. Local authorities will have the power to decide the housing allocations for their area. The public spending round and the Defence Review are also significant factors.

In Wokingham considerable planning on all the necessary impacts and financing has taken place on the new developments and for the purposes of this report it is assumed that there will be substantial development in the South and South East of the Borough over the next two decades.

3 – OPTIONS FOR CONSIDERATION

The report suggests three main options for consideration. The underlying assumption is that there will continue to be a designated area system for the Borough as set out in an accompanying paper.

The options are:

1. A combined Designated Area for Wokingham and the South West
2. A limited reduction of the DA for the Holt/Forest to ensure all can be admitted
3. No change with a variation 3b to remove the Lower Earley area

The options are compared as to the extent they address the issues set out in section 2 above:

OPTION ONE: A COMBINED DA FOR WOKINGHAM AND THE SOUTH WEST

Under this option the current DAs for the Holt, Forest, Emmbrook and St Crispin's would be combined (with the possible exception of the area for Holt/Forest in Lower Earley as set out in a separate paper). Bulmershe would cease to have a shared area for the South West south of the M4.

Pupils would be able to express a preference for any of the (in practice) three schools as their designated area school but tiebreakers would apply if there were oversubscription. "Over 3 miles" School transport would only be free to the nearest school (subject to separate review).

At the last meeting discussion centred on how to deal with oversubscription for the Holt, which is likely to remain oversubscribed: this option would probably increase applications.

The revised suggestion is to adopt one of two variations:

- a) To have two schools for the point where the radial distance is drawn: the Holt for, say, two thirds of the non-sibling girl's places and the Forest one third. Modelling the effect of unknown demand is speculative but would probably mean in practice that Winnersh would still have access to the Holt and the other circle would be around the Holt including Wokingham town and it's more varied catchment area. Areas away from the main two schools including Arborfield and the more rural areas would be excluded and the change would make entry from some existing more urban areas more uncertain.
- b) To use combined radial distance from both schools, recognising that they are a pair of schools. This would create an elliptical effect centred around the A329 but would even out the impact created by circular radial distance for each school. Again those living furthest from the schools would be excluded.
- c) To allocate places within the DA by random allocation. This gives everyone an equal chance irrespective of distance and property prices but would inevitably mean some closest to the school would not gain admission. Unusually the Holt is at one corner of its DA and is not surrounded by its DA on three sides and therefore the "closest school" argument has less force. There will be some who will have moved to the DA to gain admission and their concerns can be taken into account in the decision-making or ameliorated by setting an implementation date further ahead.

The option of a larger DA deals with 5 of the 6 issues of concern but magnifies the oversubscription to the Holt. It will have unpredictable effects on the gender balance of Emmbrook and St Crispin's. Overall the gender balance between the schools should be the same or more equal if Forest improves its local intake but there could be differential effects on the coeducational schools. The movement patterns and school transport costs may be affected and this would need to be modelled as far as is possible.

OPTION 2-REDUCE THE DA FOR HOLT AND FOREST

This would achieve the aim of reducing the pressure on Holt and hence the risk that all in the DA could not be admitted. Information on disappointed siblings to the Holt is being sought. The number of non-DA siblings varies between schools: about 14 a year for the Forest, slightly higher at St Crispin's and Emmbrook. A similar number of places freed by re allocating designated

areas should enable the Holt to admit siblings although over time more parents may move into the smaller area.

The areas for possible reduction are:

a) Lower Earley: in 2009 about 17 children in Lower Earley schools gained admission to the Holt and 38 to Forest. The option of including this area in the Maiden Erlegh DA is in a separate paper.

b) Arborfield area: in 2009 about 16 children at Coombes Primary and two from Farley Hill gained admission to the Holt and 19/1 respectively to the Forest. Arborfield is currently planned as the site of the relocated secondary school and is the area, which is most likely to be excluded under current distance rules. If a redrawing were agreed the suggested new SW border of the DA would be Bearwood Road to the west of Barkham and the area transferred would form part of the Emmbrook DA. As a number of Coombes Primary children live in Barkham the effect on Holt admissions of transferring this area is probably overstated.

Transferring both areas would therefore create more flexibility for admissions to the Holt but would disadvantage the Forest School.

c) The third possibility is to exclude the mostly rural area north of the A329M including the village of Hurst. There are likely to be some spare places at Waingels but road links are poor. The Hurst area is not far from the Piggott DA but currently that school is full. St Nicholas primary sends about 2 pupils a year to the Holt and 3 to Forest and the overall impact of this change is therefore marginal.

Such a redrawing of DAs would solve issue 3 but worsen issue 4 (for the Forest) and do little about the remaining issues,

OPTION THREE-NO CHANGE

Also option 3b, no change except for the lower earley change referred to in the separate report on the maiden erlegh / bulmershe designated areas). This would not solve any of the 6 issues identified in the report. However changes to admissions arrangements can be controversial and cause anxiety and Option 3 would avoid opposition as those gaining new opportunities rarely make as many representations as those who feel they lose.

4 CONCLUSION

The views of Board members are sought on the options and variations put forward. All will want to weigh the benefits and disadvantages of change and issues such as creating anxiety and opposition.

Steve Clarke
Educational Consultant, Tribal Group

TITLE	Customer service feedback on entry to primary; infant to junior and primary to secondary admissions
FOR CONSIDERATION BY	School Admissions Forum on 17 June 2010
REPORT PREPARED BY	Sue Riddick

SUMMARY

The purpose of this report is to inform the Admissions Forum on the responses received from parents applying for any of the three cohorts.

Feedback from parents was last sought from parents when apply for school places in 2008 and was requested by the Admissions Forum in 2009 to enable the Forum 'to review the comprehensiveness, effectiveness within the local context and accessibility of advice and guidance for parents of the local authority', a function of the Forum outlined in the School Admissions Code.

Further information is also contained in a separate report relating to the work of the School Preference Adviser.

RECOMMENDATIONS

Members of the Forum to note the responses and recommend any further improvements that can be made to the comprehensiveness, effectiveness within the local context and accessibility of advance and guidance for parents.

Members of the Forum to advise whether they wish the local authority to request feedback for applications for 2011/2012.

SUPPORTING INFORMATION

Feedback forms were distributed to parents with the applications packs which included A Parent's Guide to School Admissions, an application form, an acknowledgement card and a reply paid envelope. It is not proposed to include a reply paid envelope for the next cohort. Parents could also feedback via the website.

The questions and numbers and percentage of responses are given in the attachments and the following is a breakdown of the comments:

Primary to secondary transfer:

Q1 Did you find the information in the guide helpful? Parents informed of the following:

Did not read or need it – 7; too long – 1; made applying easy – 1; summary needed for simple transfer from a feeder to secondary school – 2; information on special needs units, special schools and suitable private schools would be useful -1; no performance

information – 1; simple outline of schools for residents on Wokingham outskirts needed – 1.

Q2 Was the admissions information clear and easy to understand? Parents highlighted the following:

Difficulty understanding Piggott information – 1; how do you apply to Piggott -1; not required – 2; more individual detail and who to contact – 1; queries relating to designated areas (why? complicated and clearer information on website) – 3; clearer map – 2; clearer instructions on returned forms needed – 1; provision for SEN not given – 1; understanding of oversubscription criteria – 1; general comments - 5

Q3 Did you find the school information useful? Parents would have liked to see:

Exam results/academic performance – 3; past history confusing – 1; no information on allocation history for Piggott 2009 – 1; general - 8

Q8 Did you seek assistance with your applications? Parents contacted:

Admissions – 12; other parents/family – 3; SEN – 2; other admission authorities – 3; schools – 15; School Preference Adviser – 6; School Websites – 9; other websites – 3; other - 2

Q9 Did you visit any websites prior to application? Parents advised:

School websites – 86; council website – 28; OfSTED – 10; other authority websites – 5; Piggott - 14

Q13 How could the online admissions service be improved? Parents had the following difficulties:

Preference difficulties – 6; Password/UID issues/access – 17; improvement suggestions – 7; manoeuvring through website - 1;

Q15 Why did you apply by post rather than online? Comments grouped into:

Convenience – 170; unused to internet/difficulties – 113; frustration – 7; no particular reason – 10; password/email/security issues – 17; did not know they could apply online – 11

Q17 How did you access the School Preference Advice? Parents advised:

Secondary school open evenings – Kendrick – 3; Yateley – 2; Forest – 3; Maiden Erlegh – 6; Holt – 4; St Crispin's – 3; Waingels College – 4; Bulmershe – 1; Piggott – 4; Emmbrook – 1; Ranelagh – 1

Primary school parent sessions – South Lake – 1; Hawkedon – 2; Hawthorns – 1; St Teresa's – 1; Westende – 1; Hillside - 1

Q18 Please comment on the benefits of accessing the School Preference Advice service:

Helpful and informative – 20; clarification sought -4; negative – 3

Q19 Please comment on how the School Preference Advice Service may improve?

Positive – 10; negative – 1; unaware – 1; other – 6

Q21 Did you receive the assistance you required from the School Admissions team?

Positive – 5; trouble accessing – 2; did not use – 1

Q22 Please comment on how School Admissions may improve its service to parents?

Online negative – 8; happy with service – 29; unhelpful – 1; more time to apply – 2; earlier notification – 5; meetings for parents – 2; no real choice – 1; improve designated area information – 4; do not change designated areas – 1; telephone access delays – 2; give school performance information – 1; improve open evening co-ordination – 2; list of private and state schools – 1; extended hours information – 1; southern school – 1; unfair admission arrangements – 1; other – 14.

The school admissions team will take the comments regarding website difficulties to Capita who operate the system to inform improvements to the system. The council's website controller is advised of key dates when the website will be used for online admissions to enable maintenance to take place outside of the key dates.

Improvements have been made to inform parents of their designated area on the website but maps are complex.

A schedule of opening dates and times will be provided this term on the website and included as a separate page within the guide. Grammar school open evenings information has been communicated to Wokingham Borough secondary school headteachers to try and eliminate open evenings on the same dates. A request for a co-ordinated approach was made to the Chair of the Secondary Federation but it was considered that this should be the responsibility of individual schools.

The School Preference Adviser has been invited to present at more primary schools this year.

Infant to junior transfer

Q1 Did you find the information in the guide helpful? Parents informed of the following

Helpful – 2; confusion relating to primary school preferences – 2; did not read – 4; other – 2

Q2 Was the admissions information clear and easy to understand? Parents highlighted the following:

1 reported that some language is ambiguous; 1 reported that terminology is hard to understand (new to country); 1 reported that web links were confusing (online)

Q3 Did you find the information on individual schools helpful? Parents would have liked to see

Did not need help – 3; only required basic information – 1; Ofsted reports – 1

Q8 Did you seek assistance with your applications? Parents contacted

School admissions – 8; school – 2; friends or family – 2

Q9 Did you visit any websites prior to application? Parents advised

Schools – 9; Ofsted – 2; council – 6

Q13 How could the online admissions service be improved? Parents had the following difficulties:

One comment received – unable to indicate that sibling goes to linked school

Q15 Why did you apply by post rather than online? Comments grouped into:

Convenience – 48; IT issues – 20; access issues – 8; password/security concerns – 4; additional information to be submitted – 3; unaware – 1

Q17 How did you access the School Preference Advice Service? Parents advised:

One attended session at Oaklands Infant School

Q18 Please comment on the benefits of accessing the School Preference Advice Service?

Three commented that it was easy; fine as it is and very good.

Q19 Please comment on how the School Preference Advice Service may improve?

One commented that it is fine how it is; one requested that they are given authority to positively name schools; and one commented that clarification is required that there is no need to provide a child's birth certificate

Q21 Did you receive the assistance you required from the School Admissions Team?

One comment – personnel were not entirely sure of the answer.

Q22 Please comment on how School Admissions may improve its service to parents?

One commented that more clarity is required on how to select reasons, how many to offer; one commented that better information is provided to pre-school age children on when you need to apply, fine how it is – 8; one commented that it shouldn't make a difference if you rent or own your property; 2 commented on difficulty getting through by telephone; one commented that the place should be automatic if attending the infant school; one commented by listening, by helping and by improving the web navigation.

Entry to primary

Q2 Did you find the information in the guide helpful? Parents informed of the following

Positive comments – 4; improve maps – 5; overwhelming – 6; not necessary – 1; clarity relating to early years provision/part-time/full-time school – 1; information for people returning from abroad -1; other – 6

Q4 Did you find the information on individual schools helpful? Parents highlighted the following:

Positive – 3; too much information – 2; limited – 3; comparative tables required – 6; breakdown of 1st/2nd/3rd preferences – 1; include teaching ideas -1; more information on designated areas – 1; other – 9

Q8 Did you seek assistance with your applications? Parents contacted

School Admissions – 18; Council by phone or website – 43; School Preference Adviser – 4; friends and family – 5; schools' websites – 30; schools – 19; Ofsted – 22; other – 4

Q9 Did you visit any websites prior to application? Parents advised

Individual schools – 89; Ofsted - 43; DCFS – 3; Council/Admissions – 82; DirectGov - 4; other – 6

Q13 How could the online admissions service be improved? Parents had the following difficulties:

Clarification on whether to include PVI/Nursery school as current school – 1; drop down menu for reasons – 1; supplementary forms tick box sent to school/authority – 1; access issues – 6; listing sibling at junior school – 1; positive – 1; same form as paper – 1; other – 4

Q15 Why did you apply by post rather than online? Comments grouped into:

Convenience – 84; late applications – 10; access to website issues – 62; security concerns – 6; supplementary information required – 19; personal IT issues – 62; unaware that they could - 16

Q17 How did you access School Preference advice? Parents advised:

Drop-in – 10; telephone – 16; website link – 3; Ambleside - 1

Q18 Please comment on the benefits of accessing this service?

Positive – 19; other - 1

Q19 Please comment on how the School Preference Advice Service may improve?

Positive – 6; more staff – 1; more personal communication – 3; later drop-in session – 1; other - 2

Q21 Did you receive the assistance you required from the School Admissions Team?

Helpful – 7; phones busy – 1; other - 2

Q22 Please comment on how School Admissions may improve its service to parents?

Positive – 30; Online access difficulties – 14; Extra staff/24 hour admissions – 2; packs available from pre-schools – 4; increased time to apply/shorter allocation notification – 8; number of preferences – 1; issues registering child – 1; advice sessions to early

years settings – 1; too much information -1; map issues – 2; electronic application packs – 2; extended school information – 1; other – 17

Annex

Summary of responses to the feedback form giving numbers and percentages of the total number of responses received

List of Background Papers	
School Admissions Code	
Held by Sue Riddick	Service Children's Services
Telephone No 974 6113	Email sue.riddick@wokingham.gov.uk
Date 4 June 2010	Version No. 1

SCHOOL ADMISSIONS - TRANSFERRING TO SECONDARY SCHOOL September 2009

FEEDBACK FORM

Children's Services School Admissions Team is seeking your views on how helpful you have found the information provided in order that you may complete your child's application form. We would be grateful if you could give consideration to the questions below in order that we may improve the service we deliver in future. Please add any further comments you may wish to make.

SECTION 1 - Parent's Guide to Secondary School Admissions

- Q1 Did you find the information in the guide helpful?**
 475 Yes (95.6%) 6 (1.2%) No 12 (2.4%) Unsure
If you ticked no or unsure, what additional information would you have found useful?
 14 (2.8%)
- Q2 Was the admissions information clear and easy to understand?**
 469 Yes (94.4%) 10 (2.0%) No 11 (2.2%) Unsure
If you ticked no or unsure, which sections would you have liked further clarification?
 18 (3.6%)
- Q3 Did you find the information on individual schools helpful?**
 475 Yes (95.6%) 7 (1.4%) No 7 (1.4%) Unsure
If you ticked no or unsure, what further information on schools would you have liked to see?
 13 (2.6%)

SECTION 2 - Application Form

- Q4 Did you apply online?**
 34 (6.8%) Yes 447 (89.9%) No
- Q5 Did you read the Guide before you completed your application form?**
 440 Yes (88.5%) 50 (10.1%) No
- Q6 Did you visit schools prior to completing your application form?**
 353 (71.0%) Yes 139 (28.0%) No
- Q7 If you applied for schools outside the Borough, did you read the admission criteria for the appropriate school and/or local authority?**
 162 (32.6%) Yes 112 (22.5%) No
- Q8 Did you seek assistance with your applications?**
 42 (8.5%) Yes 446 (89.7%) No
If yes, who did you speak to?
 41 (8.2%)

APPENDIX 1

- Q9 Did you visit any websites prior to application?**
176 (35.4%) *Yes* 309 (62.2%) *No*
If yes, please give details:
128 (25.8%)

PLEASE COMPLETE SECTION 2A OR 2B AS APPROPRIATE

SECTION 2A - Online Applications

- Q10 How easy did you find the online application to complete?**
10 (2.0%) *Very easy* 17 (3.4%) *Easy* 6 (1.2%) *Neither easy nor difficult* 5 (1.0%) *Difficult*
- Q11 Approximately how long did it take you to complete the online application?**
3 (0.6%) *Less than 5 minutes* 9 (1.8%) *11-15 minutes* 6 (1.2%) *More than 20 minutes*
13 (2.6%) *5-10 minutes* 5 (1.0%) *16-20 minutes*
- Q12 Where did you apply online?**
29 (5.8%) *At home* 0 (0.0%) *At a library* 0 (0.0%) *Other*
7 (1.4%) *At work* 0 (0.0%) *At a school/college*
- Q13 How could the online admissions service be improved? Please comment:**
30 (6.0%)

SECTION 2B - Postal Applications

- Q14 How easy did you find the application form to complete?**
274 (55.1%) *Very easy* 151 (30.4%) *Easy* 23 (4.6%) *Neither easy nor difficult* 1 (0.2%) *Difficult*
- Q15 Why did you apply by post rather than online? Please comment:**
338 (68.0%)

SECTION 3 - Assistance

- Q16 Did you seek the assistance of the School Preference Advice Service?**
41 (8.2%) *Yes* 436 (87.7%) *No*
- Q17 If yes, how did you access the School Preference advice?**
33 (6.6%) *School Preference Open Evening* 6 (1.2%) *Website Link Enquiry*
13 (2.6%) *School Preference Drop in session* 15 (3.0%) *Telephone*
Secondary School Open Evening (name school)
24 (4.8%)
Primary School Parent Session (name school)
9 (1.8%)
- Q18 Please comment on the benefits of accessing this service**
27 (5.4%)

APPENDIX 1

Q19 Please comment on how the School Preference Advice Service may improve
18 (3.6%)

Q20 If you needed to contact the School Admissions Team, was this easy?
110 Yes (22.1%) 17 (3.4%) No

Q21 Did you receive the assistance you required?
100 Yes (20.1%) 14 (2.8%) No
If no, please give details:
8 (1.6%)

Q22 Please comment on how School Admissions may improve its service to parents.
75 (15.1%)

Please return this form either on application or after allocation to the School Admissions Team by clicking on 'submit' below.

Should you wish the School Admissions Team to respond to your comments, please provide your contact details at Q21.

THANK YOU FOR YOUR TIME

TRANSFERRING TO JUNIOR SCHOOL ADMISSIONS

October 2009

FEEDBACK FORM

Children's Services School Admissions Team is seeking your views on how helpful you have found the information provided in order that you may complete your child's application form. We would be grateful if you could give consideration to the questions below in order that we may improve the service we deliver in future. Please add any further comments you may wish to make.

SECTION 1 - Parent's Guide to Transferring to Junior School Admissions

Q1 Did you find the information in the guide helpful?
 110 Yes 6 (4.9%) No 6 (4.9%) Unsure
 (90.2%)
 If you ticked no or unsure, what additional information would you have found useful?

Q2 Was the admissions information clear and easy to understand?
 113 Yes 2 (1.6%) No 4 (3.3%) Unsure
 (92.6%)
 If you ticked no or unsure, which sections would you have liked further clarification?

Q3 Did you find the information on individual schools helpful?
 111 Yes 2 (1.6%) No 6 (4.9%) Unsure
 (91.0%)
 If you ticked no or unsure, what further information on schools would you have liked to see?

SECTION 2 - Application Form

Q4 Did you apply online?
 4 (3.3%) Yes 117 (95.9%) No

Q5 Did you read the Guide before you completed your application form?
 94 (77.0%) Yes 27 (22.1%) No

Q6 Did you visit schools prior to completing your application form?
 48 (39.3%) Yes 69 (56.6%) No

Q7 If you applied for schools outside the Borough, did you read the admission criteria for the appropriate school and/or local authority?
 8 (6.6%) Yes 41 (33.6%) No

Q8 Did you seek assistance with your applications?
 12 (9.8%) Yes 106 (86.9%) No
 If yes, who did you speak to?

•

APPENDIX 2

- Q9 Did you visit any websites prior to application?**
21 (17.2%) *Yes* 100 (82.0%) *No*
If yes, please give details:

PLEASE COMPLETE SECTION 2A OR 2B AS APPROPRIATE

SECTION 2A - Online Applications

- Q10 How easy did you find the online application to complete?**
1 (0.8%) *Very easy* 2 (1.6%) *Easy* 1 (0.8%) *Neither easy nor difficult* 0 (0.0%) *Difficult*
- Q11 Approximately how long did it take you to complete the online application?**
1 (0.8%) *Less than 5 minutes* 0 (0.0%) *11-15 minutes* 1 (0.8%) *More than 20 minutes*
2 (1.6%) *5-10 minutes* 0 (0.0%) *16-20 minutes*
- Q12 Where did you apply online?**
4 (3.3%) *At home* 0 (0.0%) *At a library* 0 (0.0%) *Other*
0 (0.0%) *At work* 0 (0.0%) *At a school/college*
- Q13 How could the online admissions service be improved? Please comment:**

SECTION 2B - Postal Applications

- Q14 How easy did you find the application form to complete?**
63 (51.6%) *Very easy* 46 (37.7%) *Easy* 5 (4.1%) *Neither easy nor difficult* 0 (0.0%) *Difficult*
- Q15 Why did you apply by post rather than online? Please comment:**

SECTION 3 - Assistance

- Q16 Did you seek the assistance of the School Preference Advice Service?**
0 (0.0%) *Yes* 109 (89.3%) *No*
- Q17 If yes, how did you access the School Preference advice?**
0 (0.0%) *School Preference Drop in session* 0 (0.0%) *Telephone*
0 (0.0%) *Website Link Enquiry*
Infant school parent session (name school)
- Q18 Please comment on the benefits of accessing this service**
- Q19 Please comment on how the School Preference Advice Service may improve**
- Q20 If you needed to contact the School Admissions Team, was this easy?**
24 (19.7%) *Yes* 5 (4.1%) *No*

APPENDIX 2

Q21 Did you receive the assistance you required?
22 Yes 3 (2.5%) No
(18.0%)
If no, please give details:

Q22 Please comment on how School Admissions may improve its service to parents.

Please return this form either on application or after allocation to the School Admissions Team by clicking on 'submit' below.

Should you wish the School Admissions Team to respond to your comments, please provide your contact details at Q21.

THANK YOU FOR YOUR TIME

ADMISSIONS - STARTING SCHOOL

Children's Services School Admissions Team is seeking your views on how helpful you have found the information provided in order that you may complete your child's application form. We would be grateful if you could give consideration to the questions below in order that we may improve the service we deliver in future. Please add any further comments you may wish to make.

SECTION 1: Registration

Q1 How did you hear about the need to register prior to receiving the application pack?

150 (27.6%) <i>Early Years setting</i>	0 (0.0%) <i>Local advertising (e.g. doctor's surgery)</i>
9 (1.7%) <i>Childminder</i>	142 (26.2%) <i>Word of mouth</i>
145 (26.7%) <i>Schools</i>	33 (6.1%) <i>Website</i>
3 (0.6%) <i>Local press</i>	58 (10.7%) <i>Other</i>

If you indicated local advertising or other, please specify where:

52 (9.6%)

SECTION 2: Parent's Guide to Primary Admissions

Q2 Did you find the information in the guide helpful?

516 Yes (95.0%)	5 (0.9%) No	19 (3.5%) <i>Unsure</i>
--------------------	-------------	-------------------------

If you ticked no or unsure, what additional information would you have found useful?

24 (4.4%)

Q3 Was the admissions information clear and easy to understand?

522 Yes (96.1%)	5 (0.9%) No	13 (2.4%) <i>Unsure</i>
--------------------	-------------	-------------------------

If you ticked no or unsure, which sections would you have liked further clarification?

17 (3.1%)

Q4 Did you find the information on individual schools helpful?

501 Yes (92.3%)	15 (2.8%) No	21 (3.9%) <i>Unsure</i>
--------------------	--------------	-------------------------

If you ticked no or unsure, what further information on schools would you have liked to see?

37 (6.8%)

SECTION 3: Application Form

Q5 Did you apply online?

65 (12.0%) Yes	475 (87.5%) No
----------------	----------------

Q6 Did you read the Guide before you completed your application form?

461 Yes (84.9%)	73 (13.4%) No
--------------------	---------------

Q7 Did you visit schools prior to completing your application form?

306 (56.4%) Yes	225 (41.4%) No
-----------------	----------------

Q8 Did you seek assistance with your applications?

44 (8.1%) Yes	490 (90.2%) No
---------------	----------------

If yes, who did you speak to?

APPENDIX 3

42 (7.7%)

- Q9 Did you visit any websites prior to application?**
204 (37.6%) *Yes* 326 (60.0%) *No*
If yes, please give details:
167 (30.8%)

PLEASE COMPLETE SECTION 3A OR 3B AS APPROPRIATE

SECTION 3A: Online Applications

- Q10 How easy did you find the online application to complete?**
33 (6.1%) *Very easy* 16 (2.9%) *Easy* 6 (1.1%) *Neither easy nor difficult* 2 (0.4%) *Difficult*
- Q11 Approximately how long did it take you to complete the online application?**
14 (2.6%) *Less than 5 minutes* 9 (1.7%) *11-15 minutes* 5 (0.9%) *More than 20 minutes*
23 (4.2%) *5-10 minutes* 4 (0.7%) *16-20 minutes*
- Q12 Where did you apply online?**
48 (8.8%) *At home* 0 (0.0%) *At a library* 0 (0.0%) *Other*
8 (1.5%) *At work* 0 (0.0%) *At a school/college*
- Q13 How could the online admissions service be improved? Please comment:**
22 (4.1%)

SECTION 3B: Postal Applications

- Q14 How easy did you find the application form to complete?**
297 (54.7%) *Very easy* 145 (26.7%) *Easy* 28 (5.2%) *Neither easy nor difficult* 2 (0.4%) *Difficult*
- Q15 Why did you apply by post rather than online? Please comment:**
367 (67.6%)

SECTION 4: Assistance

- Q16 Did you seek the assistance of the School Preference Advice Service?**
32 (5.9%) *Yes* 483 (89.0%) *No*
- Q17 If yes, how did you access School Preference advice?**
11 (2.0%) *School Preference Drop-in Session* 4 (0.7%) *Website link enquiry* 18 (3.3%) *Telephone*
Early years setting parent session (name setting)
4 (0.7%)
- Q18 Please comment on the benefits of accessing this service**
24 (4.4%)
- Q19 Please comment on how the School Preference Advice Service may improve**
13 (2.4%)
- Q20 If you needed to contact the School Admissions Team, was this easy?**

APPENDIX 3

192 Yes
(35.4%)

19 (3.5%) No

Q21 Did you receive the assistance you required?

182 Yes
(33.5%)

9 (1.7%) No

If no, please give details:

10 (1.8%)

Q22 Please comment on how School Admissions may improve its service to parents.

85 (15.7%)

Please return this form either on application or after allocation to the School Admissions Team by clicking on 'submit' below.

Should you wish the School Admissions Team to respond to your comments, please provide your contact details at Q21.

THANK YOU FOR YOUR TIME

School Preference Advice Service

Providing Independent and Impartial Advice to
Support Families with the School Application
Process

Report to the Admissions Forum 2010



Introduction

The School Preference Advice Service is a free independent and impartial service for families living in the Wokingham Borough who are applying to schools. The service is designed to support parents and carers to make informed and realistic preferences when applying to schools. The School Preference Advice Service provides advice and information on the admissions process, appeals process and information on schools. The service is independent of Wokingham Admissions and is based within the Wokingham Borough Family Information Service. The service offers support to all families but is particularly tasked with supporting those families who are vulnerable or hard to reach. For children who hold a statement of special education needs, advice and support is provided through the Parent Partnership Service. For further information regarding the School Preference Adviser role (Choice Adviser) and service please see **Appendix 1**.

Background

The Choice Advice Service was established in December 2007 as part of a government initiative to provide support and information to parents. Since September 2008 it has been a statutory obligation on the authority to provide a Choice Advice Service, within the Wokingham Borough this is known as the School Preference Advice Service. As the service must be independent of the Admissions authority the service is provided by the Wokingham Borough Family Information Service.

For the period of this report, there is a full time Family Information Officer who has 0.5 of her role covering the School Preference Advisor role. This report covers from June 2009 to June 2010. The current School Preference Adviser has been in post since June 2009.

Service Delivery

The School Preference service offers a universal service available to all families within the Wokingham Borough. In addition to this a targeted service is offered to those who would find making an application difficult for reasons such as English as an Additional Language, Literacy issues or lack of confidence or uncertainty as to how the system works.

Targeted Support:

- A key factor in identifying those in need of more support has meant a substantial amount of networking with other professionals and services to help identify those who are deemed to be in need of additional support in applying to schools.
- Links have been made with: Home School Liaison Service, SENCO area meetings, Social Services, Parent Partnerships, Learning Difficulties and Disability teams, Educational Psychologists, Education

Welfare, Early Years Team, Children's Centre Family Workers, Primary and Secondary Schools and Traveller Education Service.

- Data and Census information that has been available from Wokingham Borough Council has also enabled us to look at those schools with a high EAL intake and those in receipt of free school meals. – presentations have been offered to those schools and further one to one sessions will also be provided
- Joint home visits alongside other professionals such as Home School Liaison Service and Educational Psychologists have also taken place, which has enabled parents to ensure that they have the correct information in regards to making preferences on their application form.

Universal Service

What the service has achieved so far:

- All Secondary Schools within the Wokingham Borough have been visited and contact made with the heads/admissions/transition staff
- Attended the majority of open evenings at secondary schools. Leaflets were left with the schools to pass to parents.
- Information regarding School Preference information and contact details is available via the Wokingham Borough Council Website, with a direct link from School Admissions. This is constantly updated with information and how to access the service.
- Strong links continue with Wokingham Admissions, and links have also been made with Reading and West Berkshire Admissions.
- Contact has been made with the Transport Team and the pre-assessment transport form has been given to families within the borough at school presentations.
- As the School Preference Adviser is based within the Family Information Service, general information and advice is also provided through this service.
- Drop in Sessions were made available in all Children Centres across the whole borough for both Primary and Secondary applications.
- Two Curriculum evenings were attended at St Dominic's Catholic Primary School and Westende Junior School as requested by the Head teachers.
- Offers were made to all Wokingham Primary and Junior Schools on a presentation to Year 5 parents on the transition to secondary schools. 20 Schools accepted the offer, which have taken place throughout May and June 2010. Further drop in session will be offered to those schools which are known to have a high percentage of late applications.
- Follow up letters and calls were made to all primary schools to ensure that parents were made fully aware of the deadline date of 2009. School Preference Leaflets were also placed in the Parents Admission Packs, so those due to make an application will have received information and contact details regarding the service.
- Contact has been made with all Special Education Needs Co-ordinators through the cluster network meetings, information and leaflets were handed out to all who attended. Also contact has been

made with the learning difficulties and disabled team. The school preference adviser also attended the SEN Transition meeting for year 5 parents earlier in the year.

- Meetings and collaboration has also been made with neighbouring choice advisers, and attendance at regional Choice Advice meetings.

Contacts

To aid the universal service to families, a number of presentations have been held across the borough. These were offered on a first come first served basis. This year we have had 20 schools request a Transition to Secondary School presentation and the numbers are listed below. These have been offered to those parents who have children in year 5. These were carried out at the school and was either an afternoon or evening session.

Primary School Presentations 2009 –

Hawkedon Primary School
Earley St Peter's CE Aided Primary School
The Hawthorns Primary School
Loddon Primary School
Shinfield St Mary's CE Aided Junior School
St Nicholas CE Primary School

Primary School Presentations 2010 –

Polehampton CE Junior School - 6
Nine Mile Ride Primary School - 25
Gorse Ride Junior School - 16
Westende Junior School - 25
Hawkedon Primary School - 45
Whiteknights Primary School - 18
Loddon Primary School - 25
Shinfield St Mary's CE Aided Junior School - 18
St Paul's CE Junior School - 42
Earley St Peter's CE Aided Primary School - 38
Lambs Lane Primary School - 15
Emmbrook Junior School - 28

Those still to attend in June 2010

Bearwood Primary School
Keep Hatch Primary School
St Sebastian's CE Aided Primary School
St Teresa's Catholic Primary School
Rivermead Primary School
The Coombes CE Primary School
All Saint's CE Aided Primary School
The Hawthorns Primary School

Secondary Schools Drop In Appointments

Drop in sessions were held at three children centres within the borough, including a presentation evening.

At the Drop in Sessions we had 8 enquiries at Brambles, 3 at Riverdale and 9 at Ambleside. The Presentation Evening had 3.

Primary School Drop In Appointments

Drop in sessions were also made available at children centres for the Primary/Infant applications.

Brambles – 6 parents

Ambleside – 16 parents

Riverdale – 8 parents

Open evenings at Wokingham Schools 2009

Whilst attending School Open Evenings; 15 enquiries were handled at Waingels; 25 at the Holt, 3 at Bulmershe (this was at a smaller open morning); 6 at St Crispins; 15 at Maiden Erlegh and 12 at The Piggott School. Although these were small numbers each involved a lengthy discussion.

Calls and Enquiries to the School Preference Service/Family Information Service.

Since September the Family Information Service has been using a new database to record contacts with parents. Therefore the numbers have been calculated since September, there were many more enquiries before this that were mainly dealt with by the FIS team.

Since the 10th of September 2009 to the 31st of May 2010 we have logged 380 enquires.

This figure does not include those enquires that were not specifically on schooling but may have included school preference advice as part of the general enquiry.

From Jan 2009 to August 2009 we have logged 51 enquires.

There is a direct email to the School Preference Adviser via the Wokingham Borough Website since the 2nd of June 2009 we have received **60 online enquiries**

Choice Advice Network

When the government Choice advice initiative was launched, the DCSF established the Choice Advisers Support and Quality Assurance Network. The School Preference Adviser has attended the regional networks, and at the beginning of July will also be attending the national network meetings run by this organisation. A local network group has also been established and this attended on a termly basis.

Marketing and Resource Development

From previous evaluations it became apparent that the School Preference Service needed to be advertised much more than it had been. Therefore the adviser has spent time in Admissions assisting in putting parent packs together and ensuring a School Preference Leaflet was enclosed. Posters were sent out to all schools in Wokingham informing them of the Drop in sessions at the children centres See attached **appendix 2**. Messages were also sent out within the Education and Early Years Newsletters and the school bulletins

Planning Ahead

Having now followed through the admissions process for one year, one is able to now develop a more strategic plan of action for the following year. Through regular supervision and consultation with Admissions the following points will be considered for the next year.

- Continue providing advice and support to parents through School Preference Service and Family Information Service
- To engage much more with Primary Schools and with the Early Years Sector – Link with Early Years Advisers and also reach out to childminders etc.
- To target those Primary Schools who had higher numbers of 'late' applications and offer support – and offer an additional after school sessions, to assist parents in filling out the forms and answering any further questions.
- To work more with the Early Years Sector and attend the Cluster meetings in October to offer a presentation on how to support parents.
- Offer drop in sessions at all the children centres across the borough particularly for those applying to infant and primary schools.
- To work with those in target groups and engage with services to help identify those who need the support, alongside close liaison with schools and support services.
- Think of new ways to advertise to parents eg stickers for children, postcards, and bookmarks etc ways to contact the School Preference Adviser. – these are for YR 6 pupils to take home and to highlight deadline date of applications

- Plan to support admissions with primary/infant/junior and secondary application packing with inserting the SPA leaflets. This seemed to work well last year in the take up of the drop in sessions at all children centres and making more parents aware of the service.
- To link with Parent Support Advisers in the schools which are available to offer those parents who may need additional support.
- To attend the SENCO Network meetings – to link with SENCOS in Schools.
- Continue to attend Admission forum meetings and updates
- Continue to attend the Choice Advice regional meetings

**School Preference Adviser
Ann-Marie Williams
May 2010**

School Admissions Code 2010

Appendix 5

Choice Advice

Introduction

1. Admission arrangements can appear complex. This Code makes clear the importance of ensuring straightforward procedures that are easily understood and that all parents can access and navigate. However, there will always be some parents who will find the system more difficult to understand and challenging to operate than others or who are unwilling to engage with the process.
2. Children **must not** be disadvantaged because their parents have difficulty accessing the school admissions process or do not engage with the process of applying for a school.
3. Section 86(1A) of the SSFA 1998 places a duty on local authorities to provide advice and assistance to parents when they are deciding which schools to apply for. However, some of the parents most in need of support may be reluctant or unable to access help from traditional sources. Such parents require more intensive support from professionals who act independently from the local authority and work pro-actively to identify and reach them.
4. Choice Advice will enable those parents who find it hardest to navigate the secondary school admissions system to make informed and realistic decisions about which schools to apply for in the best interests of their child. This will place these families on a level playing field with other families who are better able to navigate the admissions process.
5. The Department provides funding through the Area Based Grant to enable each local authority to provide an independent Choice Advice service in their area.

Requirement to provide support to those parents who most need help in navigating the secondary school admissions process

6. Local authorities have the flexibility in deciding how best to deliver their Choice Advice service locally, but they **must** provide an independent service that is

focused on supporting the families who most need support in navigating the secondary school admissions process. They may also provide Choice Advice at the primary school admission stage and for in-year admissions.

7. The service **should** be made available to all members of the family who have caring responsibility for the child and require extra support, including parents who are not normally resident with the child. Wherever possible, the child **should** be included in any discussions and provided with appropriate advice so that they are able to express an informed view about the school they would like to attend.
8. Where a parent requiring support lives in one local authority area and their child attends primary school in another local authority area, Choice Advice **should** be provided by the local authority in whose area the family resides, the home local authority. However, by local agreement, it could be provided by the local authority in whose area the child attends school.

Independence

9. Choice Advice **must** be independent and free from any potential conflict of interest between the need of the local authority to allocate places and the advice that parents receive. It **must** include impartial advice on all relevant local schools, including those not within the local authority's own area.
10. Local authorities can secure the independence of the service in a variety of ways, for example, by contracting with a voluntary sector organisation or incorporating it into the Family Information Service or Parent Partnership Service. They **must** ensure that, as a minimum, Choice Advisers are not in the same management chain or reporting lines as the local authority's admissions staff.

Targeting Choice Advice

11. Choice Advice **must** be targeted at those parents who most need support with the secondary school admissions process. Target groups will vary between local authorities depending on local circumstances but are likely to include disadvantaged parents and those who are unwilling to engage with the secondary school admissions process.
12. Local authorities and Choice Advisers **should** market their service to ensure that they reach the families most in need of their support and that other relevant agencies and professionals are aware of the service they

provide.

13. Many parents in need of Choice Advice will be 'hard to reach' and unlikely to approach the service themselves. Choice Advisers **should** be proactive in reaching these parents and **should** develop good links with organisations that may be able to refer parents to them
e.g. local schools, education welfare officers and the Parent Partnership Service.

The role of the Choice Adviser

14. The role of the Choice Adviser is to support parents who are most likely to struggle with the admissions system in securing the best possible secondary school place for their child. Choice Advisers will not take decisions for parents and cannot guarantee a place at a particular school.
15. Choice Advice **should** be provided in the way that best meets parents' needs. In many cases this will involve face-to-face and one-to-one meetings.
16. Choice Advisers **should** support parents in accessing and making best use of the information available to them. As part of this, they **should** know about and be able to help parents interpret:
 - a) The **co-ordinated admissions** system in their own and neighbouring local authority areas;
 - b) The **admission policies** of all local schools including independent schools, boarding schools and schools in neighbouring local authorities;
 - c) The **performance and value-added data** for local schools;
 - d) The **Ofsted reports** for local schools;
 - e) **Admissions data** from previous years including the number of applications received by and the number of children admitted to local schools and the proportion of appeals for each school which are successful;
 - f) **Local schools' own description of their offer** as contained in their prospectus or online School Profile, including information about their ethos and any special facilities;
 - g) Details of each school's curriculum offer including their **specialism** in the case of Specialist Schools;

- h) The **special needs and disability policies** of local schools, plus information about the statementing process and its implications when applying for a school place;
 - i) **Times of the school day** and **term dates** for local schools, including any proposals to change these;
 - j) Information about the distance to local schools and the **transport** available, plus information about any **financial assistance** that may be available to help with the cost of travel;
 - k) Details of the **uniform policy** of local schools, plus information about any **financial assistance** that may be available to help with the cost;
 - l) The range of relevant professionals, specialists and organisations available and how to contact them e.g. for special educational needs issues; and
 - m) **E-admissions** and online applications.
17. In order to provide parents with the best possible advice, Choice Advisers **should** develop strong links and working relationships with other local organisations such as the local authority admissions team and the Parent Partnership Service.

Appeals

18. Appealing against the decision of an admission authority can be stressful and challenging for parents. It is good practice for Choice Advisers to provide support during the appeals process, particularly to those parents who accessed Choice Advice at the application stage. Choice Advisers may support parents in preparing their appeal and may accompany parents to the appeal hearing. With local agreement, they may also present an appeal on parents' behalf.

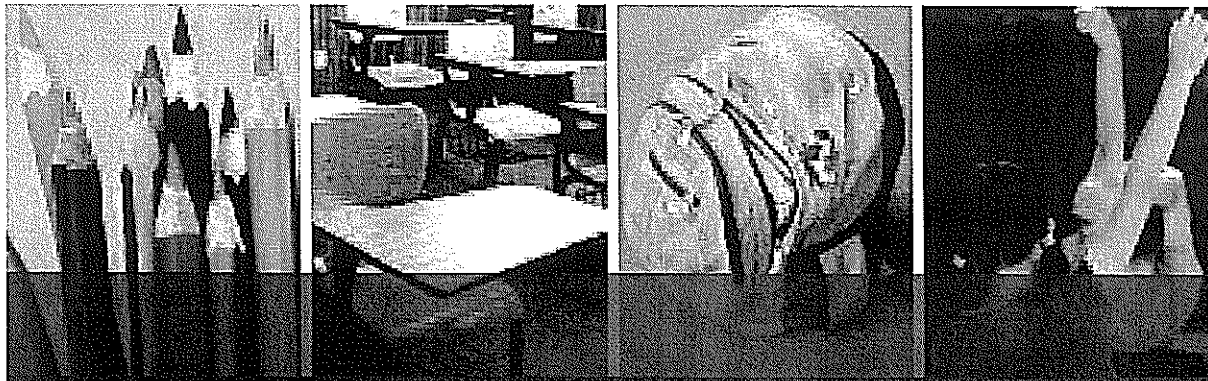
Choice Advisers Support and Quality Assurance Network

19. The Choice Advisers Support and Quality Assurance Network (CAS&QAN) supports local authorities, Choice Advisers and Choice Adviser managers in providing a high quality, independent Choice Advice service. Its activities include providing support on-line, by email and by phone, organising regional events, and providing opportunities to share good practice so that local authorities and their Choice Advice teams can provide an effective, pro-active service.
20. Choice Advisers, Choice Adviser Managers and local authorities can

contact the Network and arrange access to the password protected section of the website by emailing enquiries@centra.org.uk. To find out more about the Network, visit www.dcsf.gov.uk/choiceadvice

21. The Network has also worked with ABC Awards to develop a vocationally related qualification for Choice Advisers accredited at Level 2 on the National Qualifications Framework. More information about the Level 2 Award for School Choice Advisers can be found at www.dcsf.gov.uk/choiceadvice and www.abcawards.co.uk

More detailed non-statutory guidance on the provision of an effective Choice Advice service is available at www.dcsf.gov.uk/sacode



Applying to Secondary School?

Come to a presentation evening or a 'drop in' session to find out what information is available on schools, the application process and how places are allocated.

Presentation Evening

24 September 2009, 6.30pm to 7.30pm
Ambleside Childrens Centre,
Ambleside Close, Woodley RG5 4JJ

Please note: Booking is required for this particular session, please reserve a place by calling the number below.

Drop in Sessions

29 September 2009, 9am to 4.15pm
Brambles Childrens Centre,
Budges Gardens, Wokingham RG40 1PX

7 October 2009, 9am to 4.15pm
Riverdale Childrens Centre,
Silverdale Road, Earley RG6 7LR

15 October 2009, 9am to 4.15pm
Ambleside Childrens Centre,
Ambleside Close, Woodley RG5 4JJ

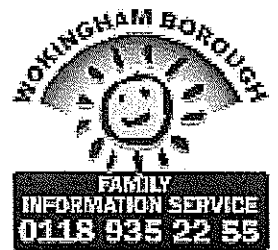
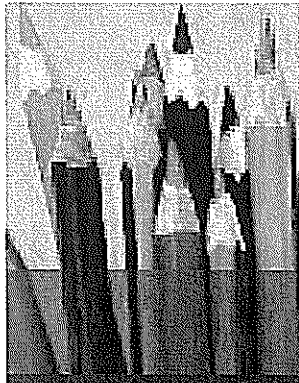
For further details contact:

Ann-Marie Williams - School Preference Adviser

Tel: (0118) 935 2255 or 07825 106 637

Email: schoolpreference@wokingham.gov.uk





Applying to Primary School?

Come along to a 'drop in' session to find out what information is available on schools, the application process and how places are allocated.

No need to book.

3 December 2009

12.30pm to 7.30pm

Ambleside Children's Centre,
Ambleside Close, Woodley RG5 4JJ

9 December 2009

9am to 12.00pm then 12.30pm to 4.15pm

Brambles Children's Centre,
Budges Gardens, Wokingham RG40 1PX

15 December 2009

9am to 4.15pm

Riverdale Children's Centre,
Silverdale Road, Earley RG6 7LR

For further details contact:

Ann-Marie Williams - School Preference Adviser

(0118) 935 2255 or 07825 106 637

schoolpreference@wokingham.gov.uk



TITLE Update on in-year admissions across the Borough

FOR CONSIDERATION BY Admissions Forum on 17 June 2010

REPORT PREPARED BY Sue Riddick

SUMMARY

The purpose of this report is to provide the School Admissions Forum with an update on numbers in schools by year groups and in-year admissions

RECOMMENDATIONS

That members of the Forum note the information.

SUPPORTING INFORMATION

The appendices to this report give numbers in each school by year group and is taken from the census which took place on 20 May 2010.

In-year applications

The following are numbers of applications received for placement in 2009/2010 academic year:

Primary	Moves to the area	490	Transfer	409
Secondary	Moves to the area	181	Transfer	164

There has been an increase in those moving to the area in the primary phase and a reduction on the previous academic year's figures in the secondary phase.

Applications received for consideration to start in September 2010:

Primary	Moves to the area	49	Transfer	35
Secondary	Moves to the area	24	Transfer	24

School Places

The Forum is advised that there are particular pressure in placing children into the current year 1 in some areas of the Borough such as Earley and West Wokingham with 40 places left across the Borough resulting on children being allocated, in some cases, some distance from their home address and current years 8 and 9 is under pressure as, with the exception of places at The Bulmershe School, there is extreme difficulty placing children at other preferred schools.

List of Background Papers

Published Admissions Guides to parents

Held by Sue Riddick

Service Children's Services

Telephone No 974 6113	Email sue.riddick@wokingham.gov.uk
Date 9 June 2010	Version No. 1

SCHOOLS' CENSUS - MAY 2010

All Primary Pupils, Full Time and Part Time, including Nursery in Year Group Cohorts

	Year Groups	N1	N2	R	Y1	Y2	Y3	Y4	Y5	Y6	TOTAL
PRIMARY SCHOOLS											
2116	Aldryngton Primary	0	0	44	45	45	47	45	45	46	317
3372	All Saints Primary	9	28	31	41	28	30	24	31	36	258
2100	Bearwood Primary	13	17	25	30	37	25	27	24	32	230
2245	Beechwood Primary	0	0	45	44	38	40	30	25	34	256
2149	Colleton Primary	0	0	35	38	31	30	28	31	32	225
3373	Coombes Primary	0	55	84	85	89	76	66	60	60	575
3048	Crazies Hill	0	0	15	15	14	9	11	12	12	88
3312	Earley St Peter's	0	47	70	69	62	67	67	69	67	518
2121	Emmbrook Infant	0	0	49	60	59	0	0	0	0	168
2130	Emmbrook Junior	0	0	0	0	0	53	56	54	63	226
2088	Farley Hill Primary	0	0	30	29	28	28	30	25	31	201
3315	Finchampstead	0	0	19	19	17	14	15	14	16	114
2232	Gorse Ride Infant	0	26	58	60	46	0	0	0	0	190
2148	Gorse Ride Junior	0	0	0	0	0	62	56	62	56	236
3319	Grazeley Primary	0	0	14	13	15	13	14	11	17	97
2163	Hatch Ride Primary	0	0	30	29	29	31	29	25	30	203
2237	Hawkedon Primary	0	0	65	70	70	69	70	70	70	484
2227	Hawthorns Primary	0	0	60	60	60	60	60	60	60	420
2246	Highwood Primary	7	25	21	21	29	21	25	20	27	196
2238	Hillside Primary	0	52	58	60	59	51	59	59	59	457
2106	Keep Hatch Primary	0	0	50	60	42	40	48	39	50	329
2089	Lamb's Lane	0	0	28	29	29	26	22	28	25	187
3371	Loddon Primary	0	54	58	59	59	54	60	49	56	449
2067	Nine Mile Ride	0	0	46	52	50	45	48	49	45	335
2132	Oaklands Infant	0	0	60	56	60	0	0	0	0	176
2062	Oaklands Junior	0	0	0	0	0	60	61	58	68	247
3046	Polehampton Infant	0	0	57	55	59	0	0	0	0	171
3370	Polehampton Junior	0	0	0	0	0	57	51	49	57	214
2235	Radstock Primary	0	51	58	60	60	60	60	60	59	468
2167	Rivermead Primary	0	0	35	45	46	50	43	60	40	319
3057	Robert Piggott Infant	0	0	43	42	44	0	0	0	0	129
3061	Robert Piggott Junior	0	0	0	0	0	39	41	38	42	160
2157	Shinfield Infant	0	52	44	49	36	0	0	0	0	181
3041	Shinfield St Mary's	0	0	0	0	0	31	31	26	32	120
3320	Sonning Primary	0	0	30	30	27	23	28	25	30	193
2247	South Lake Primary	20	69	60	55	58	59	59	52	57	489
3368	St Dominic Savio	0	0	58	60	60	60	42	59	56	395
3037	St Nicholas Primary	0	0	20	17	19	17	19	17	19	128
3055	St Paul's Junior	0	0	0	0	0	93	92	96	96	377
3330	St Sebastian's	0	0	23	21	19	20	21	19	17	140
3341	St Teresa's	0	46	34	36	35	33	34	33	34	285
2137	Walter Infant	0	52	88	90	90	0	0	0	0	320
2101	Wescott Infant	0	0	55	56	53	0	0	0	0	164
2184	Westende Junior	0	0	0	0	0	52	51	55	58	216
2105	Whiteknights Primary	0	0	56	60	58	40	59	55	57	385
2160	Willow Bank Infant	0	0	58	60	53	0	0	0	0	171
2161	Willow Bank Junior	0	0	0	0	0	60	57	59	59	235
2146	Winnersh Primary	0	0	61	54	49	45	51	49	53	362
3056	Woodley Primary	0	0	43	43	40	44	34	28	40	272
1017	Ambleside Centre	128	34	0	0	0	0	0	0	0	162
PRIMARY TOTALS		177	608	1818	1877	1802	1734	1724	1700	1798	13238

N1 & N2 refers to the school nursery

Reception totals may still have children allocated to start.

SCHOOLS' CENSUS - MAY 2010

All Secondary Pupils in Year Group Cohorts

	Year Groups	Y7	Y8	Y9	Y10	Y11	TOTAL Y7-Y11	Y12	Y13	Y14	TOTAL Y12-Y14	TOTAL
4051	Bulmershe	155	186	149	220	218	928	105	68	0	173	1101
4049	Emmbrook	201	208	207	202	201	1019	127	69	0	196	1215
4050	Forest	183	197	195	202	194	971	104	78	0	182	1153
4047	Holt	200	200	198	195	205	998	135	113	0	248	1246
4053	Maiden Erlegh	276	278	278	277	276	1385	216	186	0	402	1787
4505	Piggott	201	180	179	182	204	946	122	119	0	241	1187
4041	Ryeish Green	0	0	0	0	83	83	0	0	0	0	83
4048	St Crispin's	189	187	188	188	187	939	75	78	0	153	1092
4060	Waingels College	233	226	218	260	254	1191	107	87	0	194	1385
SECONDARY TOTALS		1638	1662	1612	1726	1822	8460	991	798	0	1789	10249

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