

TITLE CONSULTATION ON 2012/2013 ADMISSION ARRANGEMENTS FOR VOLUNTARY CONTROLLED AND COMMUNITY SCHOOLS, AND PRIMARY AND SECONDARY COORDINATED ADMISSIONS SCHEMES.

FOR CONSIDERATION BY Admissions Forum on 23rd November 2010

REPORT PREPARED BY David Armstrong

SUMMARY

The School Admissions Forum is consulted annually, prior to further consultation with schools, on changes to the coordinated primary and secondary school admission schemes and school admission arrangements. This report sets out those issues which are proposed to be included in consultation relating to the 2012/2013 admission year, and on which the views of the Forum are sought.

RECOMMENDATIONS

That the Forum

- 1) comments on the proposed items to be consulted upon,
- 2) advises the local authority of any other issues which it feels should be addressed within the consultation on arrangements for the 2012/2013 admission year,

SUPPORTING INFORMATION

Items that the local authority proposes to consult upon are set out in this report. The Forum is invited to advise upon these matters prior to the consultation being extended to schools, admission authorities, parents and any other persons with an interest.

This paper covers the following (for 2012/2013 unless stated otherwise):

- 1 Admission arrangements for community and controlled schools, including -
 - 1.1 Admission numbers
 - 1.2 Oversubscription criteria
 - 1.3 Designated areas
- 2 Coordinated Schemes for Entry to (a) Primary Schools, (b) Secondary Schools and (c) In-year Admissions, for 2012/2013
- 3 Nursery Admissions Model Policy
- 4 Fair Access Protocols.
- 5 Sixth Form Admissions Model Policy

1 ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

1.1 ADMISSION NUMBERS

In determining admission numbers, the Admissions Code and regulations require admission authorities to have regard to -

the admissions number indicated by the current net capacity calculation for the school,

the responsibility to implement the statutory infant class size limit,

the duty to take account of parental preference, so far as it is compatible with effective education and efficient use of resources, and

the duty to secure fair access to educational opportunities.

Should an admission number be determined which is **below** the current indicated admission number for the school (derived from the school's net capacity assessment), public notices would be published with a right for parents to object.

No changes to admission numbers for community and controlled schools are currently proposed.

1.2 OVERSUBSCRIPTION CRITERIA

(a) Sibling Criterion

A representation has been made by a parent to ask the Forum to consider amending criterion C (siblings resident in designated area) to also include siblings of SEN children with statements.

The Forum's views on this are invited.

(b) Secondary schools: Feeder schools criterion

It is proposed that the feeder school criterion (Criterion F) is removed.

(c) Secondary schools: Single sex/coeducational criterion

It is proposed that the single sex / coeducational criterion (Criterion G) is removed.

Both criteria have limited value in real terms. The arguments for both these changes are set out more fully in the Secondary Admissions Review report. (See separate agenda item for more details).

(d) Secondary schools: transitional protection for siblings

It is proposed that where designated areas change, sibling applications from families resident in the former designated area should be treated as designated area. Should this protection be required (this will depend on what changes to designated areas are agreed), detailed wording will be set out. It is proposed to follow the principles already established, within the oversubscription criteria for Primary School Admissions, where changes to designated areas have previously been introduced.

The Forum's views on the details of this criterion are invited.

1.3 DESIGNATED AREAS

Comments are invited on school designated area arrangements, arising from the Secondary Admissions Review. The following specific changes are being put forward for consideration:

(a) Bulmershe and Maiden Erlegh School

Following consultation on the Secondary Admissions Review, it is proposed that Maiden Erlegh's area be

expanded to incorporate parts of the current Bulmershe area in Lower Earley.
expanded to incorporate parts of the current Holt/Forest area in Lower Earley.

It is also proposed that part of the current Bulmershe area (Shinfield North, west of Shinfield Rd) is reassigned to the shared area for Emmbrook, Holt, Forest and St Crispins – see b) below.

It is proposed that the whole of the new Maiden Erlegh area be treated as a shared area, so that it also forms part of the designated area for Bulmershe School.

Within the designated area criteria (C and D) for Maiden Erlegh, the tiebreaker to be used, in place of radial distance from the school, is 'additional radial distance to the alternative designated area school. This would be calculated as the distance to Bulmershe School *minus* the distance to Maiden Erlegh School.

In effect this tiebreaker would mean that priority would be given to those applicants who, if they were not admitted to Maiden Erlegh, would have to travel the furthest to Bulmershe as their alternative designated area school.

(b) Emmbrook, Holt, Forest and St Crispin's Schools

It is proposed that all 4 schools share a single designated area, based on merging the current areas, with the addition of the Shinfield North part of Bulmershe's area and removal of the Lower Earley part of the Holt / Forest area, as referred to in (a).

It is proposed that radial distance would remain the tiebreaker within the designated area criterion for Emmbrook and St Crispins schools. Included in the consultation will be a proposal to use combined radial distance for The Holt and The Forest schools. This would be calculated as the distance to the Forest

School plus the distance to the Holt School., giving in effect an ellipse around both schools.

Proposed revised secondary school designated area maps for all six schools are attached as Annex B. These include an illustration of the Maiden Erlegh 'additional radial distance' tiebreaker.

2 COORDINATED SCHEMES FOR PRIMARY, SECONDARY, AND IN-YEAR ADMISSIONS 2012/13

Significant changes to the schemes for consultation are:

- **Number of preferences**

It is proposed to increase the maximum number of preferences, for all schemes, from 3 to 4. This change was supported by responses to the Secondary Admissions Review consultation.

- **Allocation to schools where no preference can be met**

Currently the scheme says that the nearest school with places available will be allocated. To allow some flexibility, it is proposed to amend this to say 'the nearest or a nearby school...' For example, there may be another appropriate school which is not strictly speaking the nearest, but to which, taking into account transport etc., it would be appropriate to allocate.

- **Operational dates**

Operational dates are to be updated, in consultation with neighbouring local authorities and other admission authorities.

Draft Timetables for both schemes are as follows:

DRAFT TIMETABLE CO-ORDINATED ADMISSIONS SCHEMES 2012-2013	
Date	Action
15 July 2011	Maintained schools to provide school information to enable composite prospectus to be compiled
12 September 2011	Composite prospectus published on council's website
By 9 September 2011	Application packs for secondary transfer to be distributed via primary schools and on request
12 September 2011	Online admissions open for applications for transfer to secondary school
31 October	Closing date for secondary transfer applications

2011	
21 November 2011	Secondary transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration
November 2011	Application packs to be posted for entry to primary to parents who are either attending Wokingham Borough early years' settings or who have registered with the School Admissions Team or who are transferring to junior school to be distributed via infant schools or on request,
21 November 2011	Online admissions open for applications for entry to primary and transfer to junior school
1 January 2012	Closing date for evidence to be provided to meet Wokingham Borough Council criteria for those transferring to secondary school
13 January 2012	Ranked lists to be submitted to the local authority by own admission authority schools for secondary transfer
16 January 2012	Closing date for entry to primary and transfer to junior school applications, together with aided schools' supplementary information forms, if applicable. Deadline for provision of evidence to meet oversubscription criteria
15 February 2012	SEN Team to inform parents of pupils transferring to secondary school or to junior school with statements of special education need of their allocated school
7 February 2012	Entry to primary and junior transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration
1 March 2012	Secondary offer day – letters posted by first class post
15 March 2012	Secondary transfer: Closing date for notification of an appeal to be heard together Deadline for accepting the offer of a place Late applications to be processed Waiting list information available
23 March 2012	Ranked lists to be submitted to the local authority by own admission authority schools for the entry to primary and junior transfer
30 March 2012	Final co-ordination with other local authorities for entry to primary and junior school transfer
20 April 2012	Starting school and transfer to junior school offer day – letters posted by first class post
4 May 2012	Entry to primary and Junior Transfer: Closing date for notification of an appeal to be heard together Deadline for accepting the offer of a place

	Late applications to be processed Waiting list information available
End May/early June 2012	LOCAL AUTHORITY to advise schools of final allocation details
May/June 2012	Secondary appeals to be heard
June/July 2012	Entry to primary and junior school transfer appeals to be heard

3 NURSERY / FOUNDATION STAGE ADMISSION POLICY

A draft revised policy has been produced, to be published alongside the policies for admission to statutory education. The previous version was considered by the Forum; this version has been updated to reflect the current early years care and learning framework, and in particular the free entitlement offer and funding requirements.

The Code requires that any separate criteria for nursery admissions are included in the admissions consultation. The revisions to the policy do not make any proposed changes to the oversubscription criteria.

4 FAIR ACCESS PROTOCOLS

Fair access protocols were originally agreed by the Forum in 2006. It is proposed that these are reviewed in consultation with schools, and brought back to the Forum for consideration. Admission authorities are expected to vary their already determined admission arrangements where necessary in order to accommodate any Protocol that has been agreed by the Admissions Forum.

This means that the Protocols stand outside of the prescribed arrangements for consulting and determining admissions matters, but the intention is that they are reissued for consultation and published alongside the admissions arrangements and schemes.

5 SIXTH FORM ADMISSIONS MODEL POLICY

No changes to the policy are proposed but the policy will be reissued for consultation and publication alongside the admissions arrangements and schemes.

List of Background Papers	
Current School Admissions Code and Regulations Approved coordinated admissions schemes for previous years.	
Held by David Armstrong	Service Childrens Services
Telephone No 974 6134	Email david.armstrong@wokingham.gov.uk
Date 15 November 2010	Version No. 1.7

Full PRIMARY oversubscription criteria list 2012/13 (if proposed changes were adopted)

Children with statements of special educational needs which name a school are required to be admitted to that named school. The governing body does not have the right to refuse admission.

A Priority will be given to relevant looked after children .

A "relevant looked after child" - as defined by the regulations - means "a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when admitted to the school"

B Children who have a serious medical, physical or psychological condition which makes it essential that they attend the preferred school, rather than any other. These reasons must be fully supported by written confirmation from the professional person involved with the family. Family medical needs will only be considered in exceptional circumstances¹

C In the case of a junior school, children who have attended an infant school with close links with the school.

Junior school	Linked infant school
Emmbrook Junior School	Emmbrook Infant School
Gorse Ride Junior School	Gorse Ride Infant School
Oaklands Junior School	Oaklands Infant School
Polehampton CE Junior School	Polehampton CE Infant School
Robert Piggott CE Junior School	Robert Piggott CE Infant School
St Pauls CE Junior School	Walter Infant School
Shinfield St Mary's CE Aided Junior School*	Shinfield Infant School
Westende Junior School	Wescott Infant School
Willow Bank Junior School	Willow Bank Infant School

*Voluntary aided junior school included for completeness. Governing body's admissions policy applies.

D Children whose permanent home address is in the school's designated area and who have a brother or sister or step brother or step sister who have one or more parents in common or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school. ^{2, 3, 4}

E Children whose permanent home address is in the school's designated area.²

F Children who have a brother or sister or step brother or step sister who have one or more parents in common or any other child (including an adopted or foster

child) for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school.³

G Children whose parents choose the school on denominational grounds (this applies to voluntary controlled schools only)⁵

H Any other children.

¹When submitting applications under category B (serious medical, physical or psychological grounds for admission) the supporting evidence should indicate clearly why the pupil concerned should attend a particular school. The LA will need to be satisfied that the preferred school is the only school that can meet a particular child's needs. Further information may be required and you will be requested to provide this information by January 1 in the admission year. Failure to provide information by this deadline will mean that the application will not meet this criterion.

² For Nine Mile Ride Primary School, children who had siblings attending the school on 5 September 2005 but resided in Gorse Ride Infant and Junior Schools' designated area when places were allocated on a shared catchment basis will be treated as living in the school's designated area.

For schools where changes to designated areas were made from 2010-11, children who will have siblings attending the school in September 2010, but resided in what was the former designated area (or former shared area) when these places were allocated, will be treated as living within the school's designated area (Criterion D). This clause will no longer be allied after 31 August 2015.

³ In the case of linked infant and junior schools, the application will be treated as meeting criteria C or E if the child's brother or sister (or step-brother or sister) will be at either of the two schools at the time the child would enter the school.

⁴ Where a parent has expressed a preference for their designated area school but the local authority, unable to meet this preference, has allocated another school, this school will be regarded as if it were the designated area school and a sibling application (to either school) would be treated as meeting criterion D (sibling within designated area). Parents would need to notify the admissions team, at the time of application, that they wished this exception to apply. Where there is an application for the actual designated area school this would be applied too.

⁵ If parents are applying on denominational grounds (Category G) for places at voluntary controlled schools, Children's Services will expect that at least one parent, or guardian, frequently attends for worship or has a significant involvement with a church within the Christian faith that is a member of Churches Together in Britain over the previous year. 'Frequent' is defined as at least twice a month for at least 8 months of the year and such attendance will need to be confirmed by the local clergy.

Voluntary controlled schools are: The Coombes Church of England Primary; Crazies Hill Church of England Primary; Polehampton Church of England Infant

and Polehampton Church of England Junior; Robert Piggott Church of England Infant and Robert Piggott Church of England Junior; St Nicholas Church of England Primary; St Paul's Church of England Junior; Woodley Church of England Primary;

The authority has sought to make the above criteria as objective as possible. However for category B and any other cases where judgement is needed as to which criteria the application meets, a panel of at least two officers will consider the application and supporting evidence. The panel's decision and reasons will be recorded, for the purposes of informing the parent and any subsequent appeal.

Tie Breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial distance. Distances will be measured consistently, using a computerized mapping system and the distance will be measured as a straight line between the Land Property Gazetteer address points for the respective home address and school. Living in the designated area does not guarantee a school place, as there may be more applications from parents living in the designated area than places available.

In the unlikely event that two or more children live at the same distance (measured as stated above) from school (including, for example, flats within the same building), and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff.

Full SECONDARY oversubscription criteria list for 2010-11 (if proposed changes were adopted)

Children with statements of special educational needs that name a school in the statement are required to be admitted to the school that is named. The admissions authority does not have the right to refuse admission.

- A Priority will be given to relevant looked after children and that a "relevant looked after child" - as defined by the regulations - means "a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when admitted to the school"
- B Children who have a serious medical, physical or psychological condition which makes it essential that they attend the preferred school rather than any other. These reasons must be fully supported by written confirmation from the professional person involved with the family. Family medical needs will only be considered in exceptional circumstances.¹
- C Children whose permanent home address is in the school's designated area and who have a brother or sister or step brother or step sister who have one or more parents in common or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school.^{2 3}
- D Children whose permanent home address is in the school's designated area.
- E Children who have a brother or sister or step brother or step sister who have one or more parents in common or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school.²
- F Any other children.

¹ When submitting applications under category B (serious medical, physical or psychological grounds for admission) the supporting evidence should indicate clearly why the pupil concerned should attend a particular school. The LA will need to be satisfied that the preferred school is the only school that can meet a particular child's needs. Further information may be required and you will be requested to provide this information by January 1 of the admission year. Failure to provide information by this deadline will mean that the application will not meet this criterion.

² Parents may indicate a sibling in Year 11 at the school provided it is the intention of the family that the child is due to continue their studies in the sixth form at the school. The LA reserves the right to withdraw the offer of a place allocated on the basis of the sibling criterion, if subsequently it is found that the child has, or is, leaving the school.

³ Where a parent has expressed a preference for their designated area school but the local authority, unable to meet this preference, has allocated another school, this school will be regarded as if it were the designated area school and a

sibling application (to either school) would be treated as meeting criterion C (sibling within designated area). Parents would need to notify the admissions team, at the time of application, that they wished this exception to apply.

The authority has sought to make the above criteria as objective as possible. However for category B and any other cases where judgement is needed as to which criterion the application meets, a panel of at least two officers will consider the application and supporting evidence. The panel's decision and reasons will be recorded, for the purposes of informing the parent and any subsequent appeal.

Tie Breaker

For Maiden Erlegh School only, within criteria C and D, priority will be given to the applicant whose permanent home address is the greatest additional radial distance to the alternative designated area school (Bulmershe).⁴

For The Holt and The Forest Schools only, within criteria C and D, priority will be given to the applicant whose permanent home address is the shortest combined radial distance to both schools⁵

Subject to the exceptions above, priority will be given within any of the oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial distance.

Distances in all cases will be measured consistently, using a computerized mapping system and the distance will be measured as a straight line between the Land Property Gazetteer address points for the respective home address and school. Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available.

In the unlikely event that two or more children live at the same distance or additional distance (measured as stated above) from school (including, for example, flats within the same building), and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff.

⁴ Additional radial distance is calculated as (distance from home to Bulmershe School) **minus** (distance from home to Maiden Erlegh School), measuring both distances as stated.

⁵ Combined distance is calculated as (distance from home to The Forest School) **plus** (distance from home to The Holt School), measuring both distances as stated.

Proposed New Designated Area Maps

Map of proposed Bulmershe and Maiden Erlegh areas

This map shows

Current areas (blue broken lines), overlaid with proposed areas (solid green lines). Note that the Bulmershe designated area would be deemed to include all of the Maiden Erlegh area. Families in the Maiden Erlegh area would be given have designated area priority for preferences for both schools.

Red 'contour lines' illustrate the proposed tiebreaker that would operate for Maiden Erlegh if it is oversubscribed within its sole designated area. Those who would have the greatest additional distance to travel to Bulmershe, as the alternative local school, would have highest priority.

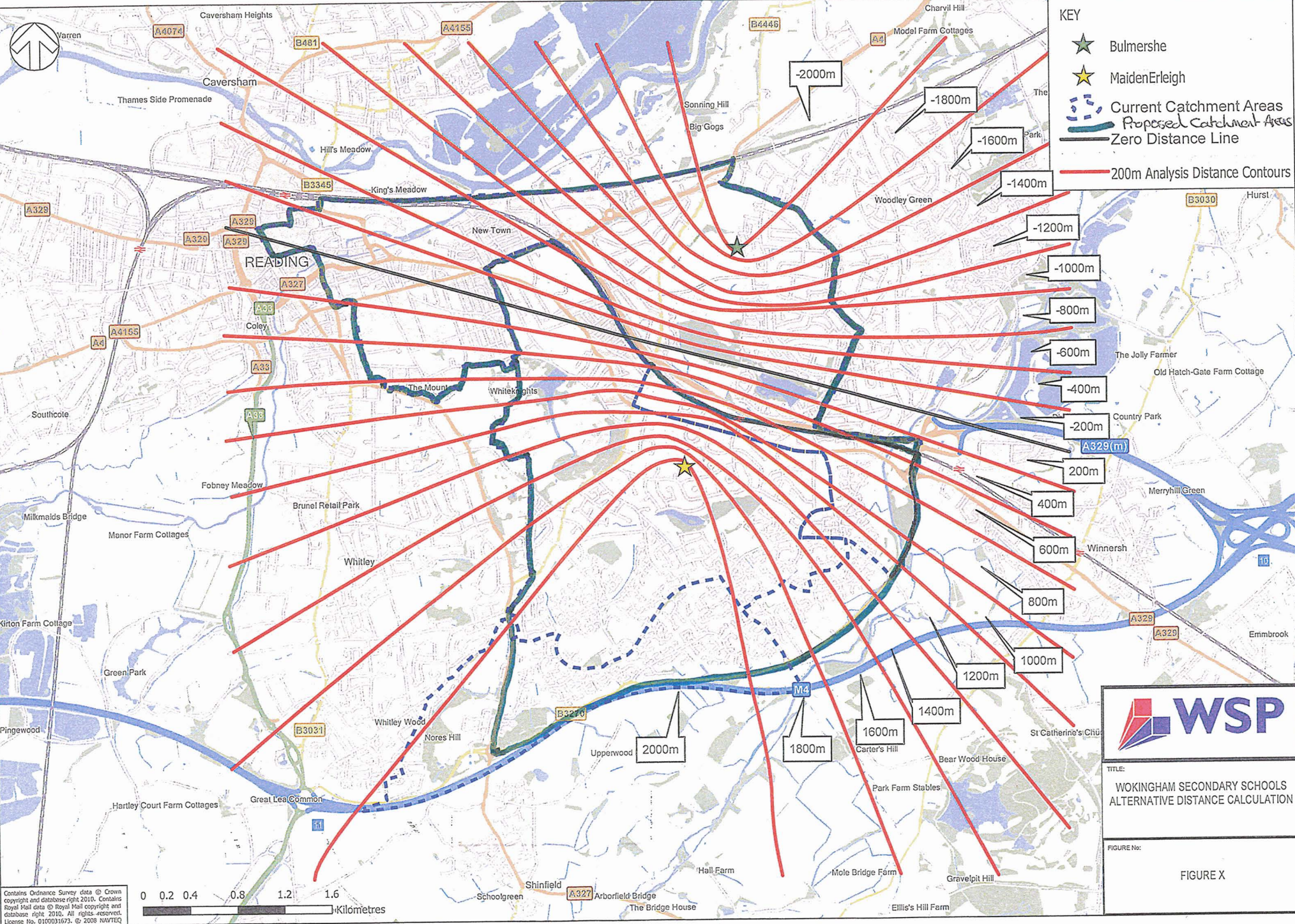
The contours are provided as an illustration. For example, those who are 2000m further from Bulmershe, towards the bottom of the map, would have a higher priority for admission over those who are 1800m further, and so on.

Map of proposed single shared area for The Holt, Forest, Emmbrook and St Crispin's Schools

This map shows the proposed shared area for all four schools. This is the same map as published in the Secondary Admissions Review consultation documents.

Date Modified: 03/11/2010
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 File: Q:\WSP_UK\WSP_D\Basing\Wokingham School Accessibility\Addition School Data\Alternative Distance Maps\Second Attempt\Alternative Distance Calc.mxd

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KEY

- ★ Bulmershe
- ★ Maiden Erleigh
- Current Catchment Areas
- Proposed Catchment Areas
- Zero Distance Line
- 200m Analysis Distance Contours



TITLE:
 WOKINGHAM SECONDARY SCHOOLS
 ALTERNATIVE DISTANCE CALCULATION

FIGURE No:
 FIGURE X

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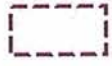
0 0.2 0.4 0.8 1.2 1.6 Kilometres

Shared Designated Area

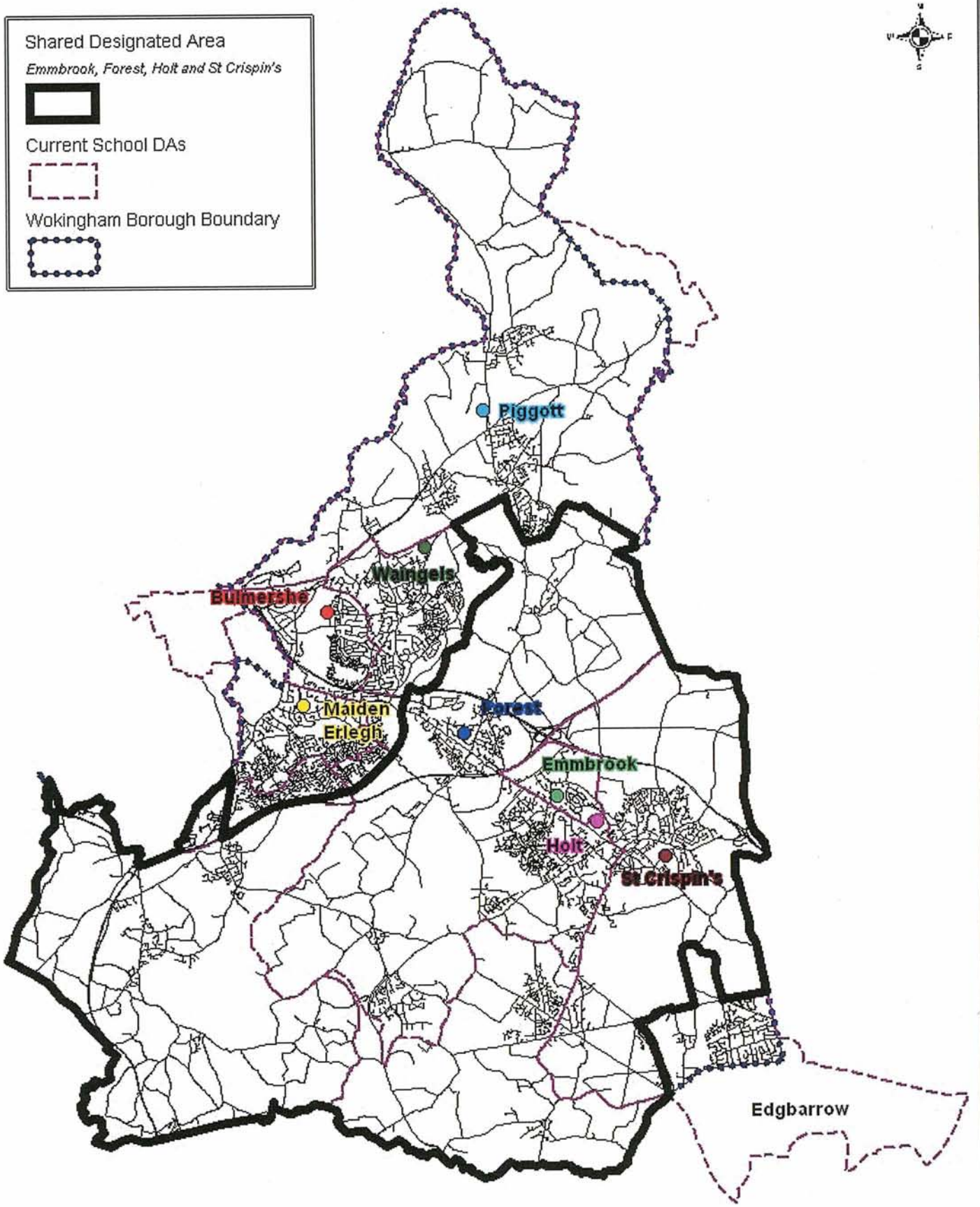
Emmbrook, Forest, Holt and St Crispin's



Current School DAs



Wokingham Borough Boundary



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WOKINGHAM
BOROUGH COUNCIL

**FOUNDATION STAGE
ONE (FS1) ADMISSION
POLICY**

**FOR NURSERY CLASSES
AND SCHOOLS
INCLUDING FOUNDATION
STAGE UNITS OR
PARTNERSHIP
FOUNDATION STAGE
UNITS**

2012-2013

DRAFT FOR CONSIDERATION BY:

**Officer Working Group 13.7.10;
EYPG 15.7.10**

**Admissions forum 23.11.10
Executive 31.3.11**

**Part of the admission arrangements
for entry to community and
controlled schools in 2012-2013**



**WOKINGHAM
BOROUGH COUNCIL**

**FOUNDATION STAGE ONE (FS1) ADMISSION POLICY AT
NURSERY CLASSES AND SCHOOLS AND DESIGNATED LINKED
FOUNDATION STAGE UNITS OR PARTNERSHIP FOUNDATION STAGE
UNITS IN COMMUNITY & VOLUNTARY CONTROLLED SCHOOLS OR
CHILDREN'S CENTRES**

ADMISSIONS POLICY

General

All eligible three and four year olds are currently entitled to 570 hours of free provision a year, over a minimum of 38 weeks of the year. This equates to 15 hours free early learning and care per week, for 38 weeks per year during term time, across a minimum of three days.

The entitlement must be offered within part of the National Framework for Delivery and cannot be accessed in stand-alone blocks of less than 2 ½ hours or more than 10 hours in one day. Where the entitlement is accessed over 2 days only the maximum hours accessed is 12 ½ hours.

Maintained sector settings will be able to offer different degrees of flexibility and should customise this policy by inserting a summary here or providing separate information to parents..

Parents may choose to take up as much or as little of this entitlement as they choose using a maximum of two providers.

Parents using a provider who is open for less than the 38 weeks are forfeiting the remaining weeks as they cannot take these with another provider as part of the free entitlement, although they can opt to pay for these as additional hours/weeks.

It is generally regarded as good early year's practice that your child attends only one setting for their free entitlement as this is believed to be in the best interests of a child, and all settings should be able to offer the 15 hours. However we are aware, that sometimes this is not possible due to individual circumstances.

Parents are under no obligation to take up extra hours or weeks, or additional services over and above the free entitlement, which some providers may offer and for which charges may be payable.

Applications should be made using the standard application form issued with this policy.

If the child is born between:	They are eligible for a free part-time place in the term following their third birthdays:
1 September and 31 December	Spring term
1 January and 31 March	Summer term
1 April and 31 August	Autumn term

Admission Number

An admission number is set taking into consideration the staffing levels and physical limitation of the space available at the early years setting. The admission number will be set by the local authority, and can only be varied by the local authority and will be published on an annual basis.

In the case of a Partnership FSU where necessary this will be done in conjunction with OfSTED registration for Private Voluntary and Independent providers .

Applications

Parents should apply direct to their chosen setting by:

- 31 May (or nearest working day) for admission in the following January – notification first week of July
- 31 October (or nearest working day) for admission in the following April – notification first week of December
- 28 February (or nearest working day) for admission in the following September – notification first week of March

Places allocated will be offered in accordance with the published admissions criteria. Parents should ensure that they read the admissions policy and complete the standard application form for admission to FS1.

These dates allow parents to give a term's notice to other providers, if applicable.

Applications will be considered by a committee of the Governing Body, or this may be delegated to the Headteacher plus at least one other member of staff nominated by the Governing Body, or in the case of partnership foundation stage units by a management body of the unit.

Parents may apply for between six and fifteen hours per week. Parents applying for less than 15 hours will be given equal consideration as those applying for the full entitlement.

Parents will be asked to provide, following the allocation of a place, as part of either the acceptance or registration procedure, the child's birth certificate to verify the child's date of birth or another form of identity such as passport.

Where the setting is oversubscribed, further information may be required to verify the home address e.g. council tax or utility bill as well as child benefit payment arrangements or medical card. When families move to the designated area, documentary evidence of the move must be provided e.g. rental agreement or exchange of contracts. Where a family claims to be resident at more than one address, justification and evidence of a family's circumstances (e.g. legal separation) will be required. Where sessions are being taken across the week, but a child spends part of the week with parents at different addresses, the home address will be where the child usually spends the majority of the school week (Sunday 6pm to Friday, including

nights) with a parent. Where sessions are being taken up on fewer than 5 days, the same principle will be applied across the relevant days to identify which address should be used for the purposes of the oversubscription criteria.

Parents will be asked to declare that the address used will be their place of residence beyond the date of the child starting at the setting, the offer of a place may be withdrawn if false or misleading information is given.

Allocation of places (oversubscription criteria)

The following criteria will be used to allocate the available places¹ at those maintained sector early years' settings that receive more applications than can be accommodated:

A Priority will be given to relevant looked after children and that a "relevant looked after child" - as defined by the regulations - means "a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989 at the time an application for admission to a setting is made, and who the local authority has confirmed will still be looked after at the time when admitted to the setting"

B Children known by the local authority to have identified additional needs and whose needs can be best met at the preferred setting – applications made under this criterion would need to be supported by supporting evidence from an appropriate professional e.g. medical practitioner

C Children whose permanent home address is in the designated area for the linked school and who have a brother or sister or step brother or step sister or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at either the linked school or the setting when the applicant will enter the setting^{1 2 4}

D Children whose permanent home address is in the designated area for the linked school.^{2 3}

E Children who have a brother or sister or step brother or step sister who have one or more parents in common or any other children as determined by the Schools's Adjudicator(including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will either be at the linked school or the setting when the applicant will enter the setting²

F Any other children

Notes on the oversubscription criteria:

¹ Available places are those places available after existing parents have indicated their preference against their entitlement for the following term

² Not applicable to nursery schools or children's centres.

³ In the case of settings linked to infant and junior schools, the application will be treated as meeting criteria C and D if the child's brother or sister (or step-brother or sister) will be at either of the two linked schools at the time the child would enter the schools (this includes a linked junior school)

Where the parent has previously expressed a preference for their designated school for an older sibling, but that sibling has been allocated

⁴ Where a parent has expressed preference for a setting at their designated area school but the local authority, unable to meet this preference, has allocated another school, this will be regarded as if it were the designated area school so that a later application for a sibling would be treated as meeting criterion C (sibling within designated area). Parents would need to notify the setting, at the time of application, that they wished this exception to apply.

Linked Settings and Schools (for the purposes of Criteria C-F)

Type of Setting	Infant / Primary linked school	Junior linked school
Nursery/foundation class	Bearwood Primary	
Foundation stage unit	Coombes CE Primary (The)	
Nursery/foundation class	Gorse Ride Infant	Gorse Ride
Nursery/foundation class	Highwood Primary	
Nursery/foundation class	Hillside Primary	
Foundation Stage Unit	Loddon Primary	
Nursery/foundation class	Radstock Primary	
Nursery/foundation class	Shinfield Infant & Nursery	Shinfield Mary's
Nursery/foundation class	South Lake Primary	
Foundation Stage Unit	Walter Infant & Nursery	St Paul's

Outside the scope of this policy and not included in the above table – Nursery/foundation provision at voluntary aided schools: St Teresa's RC Primary School, All Saints CofE Primary School and Earley St. Peters C of E Primary School and the Ambleside Centre

Tie Breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the preferred linked school in terms of radial distance. Distances will be measured consistently, using the local authority computerised mapping system and the distance will be measured as a straight line between the Land Property Gazetteer address points for the respective home address and linked school.

Waiting Lists

A waiting list will be held of unsuccessful applicants in case spaces become available during the year. Waiting lists are constructed according to the oversubscription criteria outlined above and based on radial distance within each criterion. Late or in-year applications will be added to the waiting list in accordance with oversubscription criteria. Parents will be asked periodically whether they wish to remain on the list. The waiting list will be retained until the end of FS1.

Late Applications

If an application is received after the deadline and before the date parents are notified of places, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

Applications received after the normal admissions round

Applications received after the notification date will be considered as an 'in-year' application. Places will be offered if available or names added to the waiting list.

Multiple births or children with birth dates in the same academic year

Where the application of oversubscription criteria results in splitting children with either the same birth dates or children born in the same academic year from the same family; places will be offered even if this will result in the setting going above the admission number.

Accepting or declining the offer of a place

Parents are required to accept or decline the allocated place using the form sent with the allocation letter.

The form must be returned to the setting **within two weeks** from the date of the offer letter. If a form is not received, there will be one further written reminder issued and failure to respond to this may result in the place being withdrawn and, in the case of oversubscribed settings, a place offered to the next on the waiting list.

Parents are requested to advise the maintained setting at any stage, if they are not accepting the place for any reason.

Deferring a place

Parents who are offered a place for their child may decide to defer (delay) their child's start date by a maximum of one term. Where parents wish to defer they are required to declare this on the acceptance form. Deferment of a place by up to one term will not prejudice the application. Should parents wish to defer for more than one term, they would need to re-apply in the normal way.

Offers offer entitlement hours

Parents will be invited to indicate, on application, how they wish their child to access their free entitlement up to a maximum of fifteen hours. The setting

will state how they offer the free entitlement along with any flexibility potential for taking up this offer, taking into account the national framework guidelines.

Charges

No charge will be made for admission, nor will any refundable deposit or administration fees be charged to secure a place. Charges may be made for additional childcare sessions over and above the full free entitlement, where parents choose to purchase these. The rates which providers charge for these privately funded hours should be in line with the rate at which free entitlement sessions are funded. Lunchtime or breakfast sessions may in addition include the cost of providing a meal or alternatively parents providing a packed lunch.

Exceeding capacity and appeals against non-admission

In exceptional circumstance, the number of children admitted to the setting may exceed the number of registered places. This is subject to Ofsted and / or Local Authority approval and is usually where there are extreme reasons, e.g. medical. Supporting evidence may be required.

Applicants may also request in writing that their unsuccessful application be re-considered by a panel of at least three local authority officers. This should be sent to the Service Manager - Early Years, Childcare & Play, at Children's Services, Wokingham Borough Council, PO Box 156, Shute End, Wokingham RG40 1WN, , giving detailed reasons for the request. The purpose of the review is to ensure that the correct procedure has been followed when making the decision.

Admission to the School

ATTENDANCE AT A NURSERY/FOUNDATION CLASS OR FOUNDATION STAGE UNIT AT A LINKED SCHOOL DOES NOT GUARANTEE ADMISSION TO FOUNDATION STAGE 2 (RECEPTION) AT THE SCHOOL

A separate application for admission to Foundation Stage 2 (Reception) will have to be made in accordance with the local authority co-ordinated admissions scheme.

Glossary

Maintained Nursery School	Defined by the Education Acts 1996 and 2002. A school which is maintained by the local authority for pupils aged between three and five, and which is not a special school.
Nursery/Foundation Class	Class in any school comprising children who have their fourth birthday during the school year and any other children with whom it is appropriate to educate them. This is usually the year before children attend a reception class (FS2).
Foundation Stage Unit	Integrated provision provided by a maintained school which takes part-time F1 (nursery) children allocated by the school as well as part or full-time F2 (Rising Five) places allocated by local authority and they will learn together as one unit. A child in F1 still receives a part-time free entitlement place of 15 hours.
Partnership Foundation Stage Unit	Where a voluntary early year's provider and a maintained school work together to provide integrated provision as a Foundation Stage Unit.
Early years setting	A generic term for providers of Early Years Foundation Stage care and learning
PVI	Private, voluntary or independent provider of early years care and learning e.g. day nursery, pre-school or independent school
Published Admission Number	The number of places that the admission authority must offer in each relevant age group of a setting for which it is admission authority.
Oversubscription	Where a setting has a higher number of applicants than the setting's published admission number each year
Designated Area	A geographical area, from which children may be given priority for admission to a setting
Application Deadline	Date by which applications must be received for initial consideration for a place
Late Application	Application received between the application deadline and the date agreed for communication of offer of places
In-year Application	Application received after the date agreed for communication of offer of places
Waiting List	A list of children held and maintained by the admission authority when the setting has allocated all its places, on which children are ranked in priority order against the published oversubscription criteria
Home Address	Where the child spends the majority of the whole school week (Sunday 6pm to Friday) including nights, or of the relevant part of the school week.

Glossary continued

Parent	A parent is defined as all natural parents. Any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.
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LOCAL AUTHORITY GUIDANCE ON FOUNDATION STAGE ONE (FS1) ADMISSION POLICY

FOR NURSERY CLASSES AND SCHOOLS AND DESIGNATED LINKED FOUNDATION STAGE UNITS OR PARTNERSHIP FOUNDATION STAGE UNITS IN COMMUNITY & VOLUNTARY CONTROLLED SCHOOLS OR CHILDREN'S CENTRES

1. Entitlement to early learning and care

All eligible three and four year olds are currently entitled to 570 hours of free provision a year, over a minimum of 38 weeks of the year. This equates to 15 hours free early learning and care per week, for 38 weeks per year during term time, across a minimum of three days.

The entitlement must be offered within part of the National Framework for Delivery and cannot be accessed in stand-alone blocks of less than 2 ½ hours or more than 10 hours in one day. Where the entitlement is accessed over 2 days only the maximum hours accessed is 12 ½ hours

Parents may choose to take up as much or as little of this entitlement as they choose. If the chosen setting does not offer the full entitlement of 38 weeks per year, Wokingham Borough Council will not fund the extra weeks at an alternative setting.

Parents are under no obligation to take up extra hours or weeks, or additional services over and above the free entitlement, which some providers may offer and for which charges may be payable.

If the child is born between:	They are eligible for a free part-time place in the term following their third birthdays:
1 September and 31 December	Spring term
1 January and 31 March	Summer term
1 April and 31 August	Autumn term

If a parent applies for, and chooses to take up less than their child's entitlement they must be made aware that it may not be possible to increase the pattern of attendance during the term. On a termly basis, at the time of allocating places, parents of children already on the roll and accessing less than the legal entitlement will be given the opportunity to increase the number of hours their child attends. These requests will be given priority over the waiting list. Parental requests to change the pattern of attendance should be considered at the same time.

Unless in exceptional circumstances, and in the interests of continuity of experience, it is not recommended that children transfer to another setting for less than three terms.

2. Inclusion

Wokingham Borough Council has an inclusive education policy and children will not be discriminated against as laid down by the Sex Discrimination Act 1975, Race Relations Acts 1976 and 2000, Human Rights Act 1998, Disability Discrimination Acts 1995 and 2005 and Equality Act 2006. This includes reasons such as developmental delay, e.g. a child's self-help skills are delayed affecting activities such as dressing, feeding or toilet training or additional needs such as emotional or behavioural difficulties.

3. Background

The responsibility for determining the admissions policy for community and voluntary controlled maintained early years' settings and linked foundation stage units is the responsibility of the **local authority**.

The responsibility for determining the admissions policy for foundation and voluntary aided maintained nursery classes and linked foundation stage units is the responsibility of the school **Governing Body**.

The responsibility for determining the admissions policy for partnership foundation stage units in community and voluntary controlled schools is the responsibility of the **local authority**.

Admission arrangements will be published annually in accordance with the School Admissions Code.

4. Applying for first admission to school

Attendance at an early years' setting linked to a community or voluntary controlled school **does not** guarantee admission to Foundation Stage 2 (FS2) (Reception) or continuation in the FSU at the school.

A separate application for admission to FS2 will have to be made in line with the local authority co-ordinated admissions scheme.

5. After allocation

Settings should ensure that checks are made of the birth certificates and home address to verify that information provided by parents is not misleading or false.

6. Consultation

The policy and guidance will be reviewed on an annual basis and will be part of any consultation on the admission arrangements for community and voluntary controlled primary schools.

7. Start dates

All children due to start in any particular term, should be given a common starting date. Where there are large numbers of children due to start in the same term, they may be phased over no more than two weeks and may be dependent on whether or not reduced free entitlement hours are being taken up and how the full entitlement over the 38 weeks will be achieved.

8. Use of personal data

All personal information is covered by the Data Protection Act 1998 and will be held by the early years setting/school and used for the purposes of admissions. The information will be kept secure and strictly confidential and will not be used for any other purpose.

The early year's setting/school reserves the right to verify the information given on the application form. Any offer of a place will be on the basis that the information supplied is accurate and up to date.

Please note the information will not be disclosed to any other organisation without parental consent other than other local authorities or government agencies. If you require further information about how this data will be used, please contact the early years setting.

Any place offered may be withdrawn if information provided is later proved to be false or misleading.

The local authority uses information about children for whom it provides services to carry out specific functions for which it is responsible .e.g. school admissions. It also uses the information to derive statistics to inform decisions e.g. (the funding of schools) or to assess the performance of schools and agree targets for them. The statistics are used in such a way that individual children cannot be identified from them.

**COMMON APPLICATION FORM FOR ALL
EARLY YEARS SETTINGS**



**WOKINGHAM
BOROUGH COUNCIL**

**WOKINGHAM BOROUGH COUNCIL
CHILDREN'S SERVICES**

APPLICATION FOR A FOUNDATION STAGE ONE PLACE

This form must be retained by the Setting and made available to the local authority on request.

Name of Setting:

Child's name in full:.....

Child's date of birth:.....

Child's gender: MALE / FEMALE (please delete as appropriate)

Child's permanent home address:.....

.....

..... Post Code.....

Name of First Parent/Carer living at the home address above:

Title Initials Surname

Relationship to Child Home Telephone

Alternative Work or Mobile contact numbers

Email.....

Is this the address where child benefit is paid? YES / NO (if no please give details)

In the case of share arrangements, what percentage of time does your child spend at this address%

Is this a rental property? YES / NO If yes, expiry date of the tenancy agreement.....

Name of Second Parent/Carer:

Title Initials Surname

Relationship to Child

Address, if different to above

.....

Post Code: Contact Telephone number:

Email.....

Personal information contained in this form is subject to the Data Protection Act 1998 and will be used by the Authority for the purpose of early years' admissions. Data may be exchanged with other local authorities, schools or governmental agencies where necessary as part of the admissions process.

To help us ensure your application is dealt with appropriately and efficiently please complete the following:

Does your child have a Statement of Special Educational Needs? YES / NO

Does your child have identified additional needs not covered by a Statement of Special Educational Needs? YES/NO
If yes please enclose supporting documentation from a professional person e.g. Educational Psychologist

Is your child 'Looked After' by (in care of) the Local Authority? YES / NO
If yes please enclose supporting documentation such as confirmation from the authority with parental responsibility.

Does your child have any older siblings in the same family unit already attending and continuing to attend this Nursery, or linked school? If yes please give details:

Name(s).....

Date(s) of Birth.....

Setting/School

I certify that the information I have given on this form is correct and that I am the person with parental responsibility for the child named above. I agree that the information I provide may be shared as part of the admissions process. I confirm that, to the best of my knowledge, the declared address will continue to be the child's residence beyond admission to the setting/school. I understand that any place offered may be withdrawn if I give false or misleading information.

Signature of Parent/Carer.....Date.....

SETTING USE ONLY

Birth Certificate seen by:
Date:

INFORMATION FOR PARENTS

All eligible three and four year olds will be entitled to 15 hours free early education per week, for 38 weeks (term time) per year. In our school this is currently offered as 5 x 3 hour sessions per week. You can choose from morning or afternoon places. The morning sessions run (enter times of operation for individual provider here)The afternoon sessions run (enter times of operation for individual provider here) You may choose to take up fewer than five sessions/15 hours per week. The notes on the next page explain your child's entitlement in more detail.

Please tick the number of sessions you would like by ticking the appropriate boxes. Please note that if your preferred sessions are full, you may be offered alternative sessions.

Preferred number of sessions up to a maximum of five.				
Monday	Tuesday	Wednesday	Thursday	Friday

I would like morning / afternoon sessions (please circle one)

Signed: _____ (Parent/Carer) Date: _____

YOUR CHILD'S ENTITLEMENT TO FREE EARLY LEARNING AND CARE

All eligible three and four year olds are currently entitled to 15 hours free early learning and care per week, for 38 weeks per year.

By using a provider who is open for less than the 38 weeks are forfeiting the remaining weeks as they cannot take these with another provider as part of the free entitlement, although they can opt to pay for these as additional hours/weeks.

1. The entitlement is to the free hours and holds no monetary value. The setting attended by your child will receive a subsidy to enable a free entitlement place to be available, if your child attends the setting for only the free entitlement of 15 hours per week, you will not pay any fees or charges of any kind.
2. If, however, your child attends for longer than 15 hours per week, then you can be charged for the extra hours of childcare or additional services.
3. If you take up extra childcare over and above your child's free entitlement, you will only ever be charged for the extra hours. You will not be asked to pay for the extra hours. The amount 'refunded' at a later date. Re-worked examples to be inserted
4. If your child attends for more than 38 weeks per year, the setting will charge for the extra weeks.
5. You are under no obligation to take up extra hours or weeks over and above your child's free entitlement.

It is generally regarded as good early year's practice that your child attends only one setting for their free entitlement as this is believed to be in the best interests of a child, and all settings should be able to offer the 15 hours. However we are aware, that sometimes this is not possible due to individual circumstances.

For example, this could be when a parent has work or other commitments on certain days and therefore needs to access full-time childcare on those days. If you need to access your the entitlement at more than one setting, please discuss with your intended providers complete the section below which should be signed by you and the Headteacher or Foundation Stage Co-ordinator, and a copy forwarded to the Wokingham Early Years & Childcare Team at Children's Services, Shute End, Wokingham.

I wish to access my free entitlement at more than one setting for the reasons given below (continue on a separate sheet if necessary), and I have discussed this with the Headteacher/Foundation Stage Co-ordinator and the other provider and they understand my reason for splitting my entitlement

Reasons:

My child also takes up _____(enter number)hours of the free entitlement at _____(enter other provider name)

Parent/carer: _____ Date: _____

Headteacher or Foundation Stage Co-ordinator: _____