

**TITLE** Admission Arrangements for Voluntary Aided Schools

**FOR CONSIDERATION BY** Admissions Forum on 23 November 2010

**REPORT PREPARED BY** David Armstrong

#### **SUMMARY**

The School Admissions Forum is consulted annually on changes to school admission arrangements. This report informs the Forum of consultations issued to date by the admission authorities for voluntary aided schools.

#### **RECOMMENDATIONS**

That the Forum considers the arrangements and whether it wishes to respond to these consultations at this stage.

#### **SUPPORTING INFORMATION**

Admission arrangements are attached from the following voluntary aided schools:

All Saints Primary School

Earley St Peter's Primary School

There will be an opportunity to respond further to consultations from voluntary aided schools at the next meeting of the Forum in February 2011.

#### **List of Background Papers**

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**ALL SAINTS C of E (AIDED) PRIMARY SCHOOL, WOKINGHAM**

**ADMISSION POLICY**

**Admission Arrangements for September 2012 – August 2013**

**1. Introduction**

The Governing Body of All Saints C of E (Aided) Primary School applies the regulations on admissions fairly and equally to all those who wish to attend this school in accordance with the mandatory provisions identified in the Admissions Code. All Saints C of E (Aided) Primary School is an inclusive school that welcomes children from all backgrounds and abilities. Parents who wish to visit the school are welcome to do so. Please make an appointment through the school office.

The arrangements set out below do not apply to the Foundation Stage Unit (Nursery) of the school. Parents wishing to apply for a place in the Foundation Stage Unit should consult our policy for admission to the Nursery.

**2. How Parents Can Apply for their Child to be admitted to our School**

As a Voluntary Aided School, the Governing Body of All Saints C of E (Aided) Primary School determines and implements its own admissions arrangements. Details of our Admissions Policy and the waiting list can be obtained directly from the school office. The Policy is part of our school prospectus. Wokingham Borough Council ("The L.A.") co-ordinates all admissions to all maintained schools in the Wokingham area with the exception of applications to maintained nursery schools or foundation stage units (FSUs) and sixth forms. Parents should make an application for a place at the school on the application form provided by their home local authority (i.e. the local authority to which they pay council tax).

Parents of children attending the Foundation Stage Unit of the school should note there is no automatic transfer to Foundation Stage 2 (Reception) at the school. Therefore, if a place in Foundation Stage 2 (Reception) at the school is required, it will be necessary to make an application to the home local authority under the co-ordinated admissions scheme. Furthermore, attendance at the Foundation Stage Unit of the school **does not** guarantee admission to Foundation Stage 2 (Reception) at the school.

Details of the L.A.'s co-ordinated scheme and the application form are to be found in the booklet published by Wokingham Borough Council which is available from the school office or from the Children's Services Reception desk at Wokingham Borough Council, contact no. 0118 974 6105. It is also possible to access the common application form online at [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions)

The application form provided by a child's home local authority must be used for all admissions for September 2012. For children resident in the Wokingham area the relevant form is the Wokingham Borough Council common application form. The booklet explains how parents (note 1) can express a preference for a school and how to give reasons for that preference. It will give the timetable for applications and details of how parents will be informed of the result of their application. It will also give details of how applications received after the deadline will be dealt with and how waiting lists will be handled.

Entry in 2012 is therefore open to all children born between 1 September 2007 and 31 August 2008 and such children will be offered a full-time place in the FSU from September 2012.

Parents may request that a child's entry is deferred until later in the school year (but not later than the term after the child's fifth birthday). The school will hold a place for that child as long as it is within the same academic year. If, by deferring the place, it would mean starting in a new academic year, then a new application must be made which will be considered alongside all other applications made for that year.

Whilst a full time place in Foundation Stage 2 (Reception) will be offered to a child of below statutory school age, parents may request that their child attends the school part time until later in the school year (but not later than the term after the child's fifth birthday). If a parent, having requested part time attendance, subsequently wishes the child to attend the school full time before the term after the child's fifth birthday, a suitable starting date for full time attendance must be agreed with the Headteacher.

Children become statutory school age the term after their 5<sup>th</sup> birthday. Under normal circumstances, at All Saints C of E (Aided) Primary School children may enter Foundation Stage before they are 5 but cannot enter Year 1 of Key Stage 1 (Infant) until the September after their 5<sup>th</sup> birthday. Children will remain in the Foundation Stage until this time. Parents who would like their child to be admitted to Foundation Stage 2 (Reception) at the school during the year in which their child becomes five must ensure that they complete the Co-ordinated Admissions application form provided by their home local authority and submit this by the date specified in their home local authority Co-ordinated admissions scheme.

Parents may seek places for children outside their normal age group, for example in the case of gifted and talented children, or those who have experienced problems, for example due to ill health. Such applications will be considered on an individual basis. Parents refused an application for a place at the school have a statutory right of appeal, but this does not apply if parents are offered a place other than the year group in which they applied for.

Children with Statements of Special Educational Need, naming the All Saints C of E (Aided) Primary School will always be admitted. This is a legal requirement of the Department for Education (DfE) and applies to all schools. The school also welcomes children with physical disabilities provided that the Statement of Special Educational Need is in place and appropriate support is available. (See the note about the Resource Unit which is attached to the school.)

All applications must be received by the child's home local authority by the date specified by that authority. In the case of Wokingham Borough Council, by midnight on XXXXXXXX 2012. By XXXXXXXX 2012 the governors of All Saints C of E (Aided) Primary will have reviewed the applications and advised the L.A. as to whom they are able to offer places. On XXXXXXXX 2012 the home local authority will notify parents by post of the school allocated to their child. Parents must accept the offer of a place by XXXXXXXX 2012. Any appeal against non-allocation of a place at the school must be submitted by XXXXXXXX 2012.

### **3. The Admission Number**

The admission number for our school is 45 within the Foundation 2 (Reception) year. This number is kept under annual review. The admission number for all other year groups in the school is also 45. All Key Stage 1 classes will comply with infant class size legislation at Key Stage 1 (infant classes of five, six and seven-year olds). This means that class size must not break 30 children to one qualified teacher. All Saints C of E (Aided) Primary School was able to offer places to all applicants in 2010.

#### 4. Oversubscription Criteria

In the event of there being a greater demand for admission than there are places available, the following criteria will be applied in the order set out below :

1. Children in public care (see Note 2).
2. Children who have a sibling (Note 3) living in the same family unit who will be at the school when the applicant would enter the school.
3. Children with a normal address within the Ecclesiastical Parish of All Saints, Wokingham (see note 4). A map showing the Parish boundary is appended to this policy.

Alternatively, parents can check whether their address falls within this area by accessing [www.achurchnearyou.com](http://www.achurchnearyou.com) or by contacting the school on 0118 9787173 and providing an address and postcode. A further copy of the map showing the Parish boundary is available in the school office.

N.B. An offer of a place cannot be guaranteed for all children living in the Ecclesiastical Parish of All Saints, Wokingham.

4. 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 (see note 5). Family medical needs will only be considered in exceptional circumstances.
5. Children with exceptional social or family needs which makes it essential that they attend the preferred school, rather than any other. The application must be supported by written evidence provided by a Social Worker, a Welfare Officer or an appropriate person associated with the family (see note 5).
6. Any other children.

**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.**

The school will participate with the Local Authority In-Year Fair Access Protocols and this may require the school to admit above the admission number. Such applications will be given priority for admission and, if necessary, on the waiting list.

#### 5. Resource Unit

The Resource Unit at All Saints C of E (Aided) Primary School is available to children with a Statement of physical disabilities and admissions are managed by Wokingham Borough Council. This is a Resource Unit with a total of 40 places (a nominal 5 per year group) for children with physical disabilities, aged between 3 and 11 years. These places are part of the admission number. The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school. Children with a Statement of physical needs are considered for admittance to the Resource after discussions with relevant Health and Special Needs officials,

to ensure that this is the most appropriate setting. The L.A. determines criteria for admission and makes the decisions on admission to the Resource. Any child for whom the school has been named in their Statement of Special Educational Needs will be admitted. 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.

Applications for places in the Resource Unit are managed by the Wokingham Local Authority and not the Governing Body of the school. Wokingham L.A. allocates these places to children according to their needs. They may include children from neighbouring authorities.

Contact details for the L.A. are :

Lynne Pitt  
Head of Learning Difficulties and Disabilities Service  
Wokingham Borough Council  
Highwood School Annexe  
Fairwater Drive  
Woodley  
Reading  
Berks  
RG5 3RU

0118 9746880

## **6. Late Applications**

The closing date for applications for school places in the normal admission round will be ~~XXXXXXXXXXXX~~ 2012. The school will follow the usual procedure of Wokingham Borough Council in dealing with late applications and will, as far as possible, accept applications that are received 'late' for a good reason, e.g. when a single parent has been ill for some time, or a family has just moved into the area or is returning from abroad. Parents should provide an accompanying letter explaining their reasons for a 'late' application for consideration and where such reasons are considered to be sufficient, the application will be processed as if it had been received before the closing date.

Any changes to existing applications received after ~~XXXXXXXXXX~~ 2012 will be dealt with as 'late' and considered after the main allocation of places.

If no evidence is provided it will be reasonably assumed that an application could have been made by the closing date and the application will not be processed until after the offer date and main allocation of places.

Applications made after the offer date but before the start of the autumn term will be processed by the application of the admissions criteria where necessary. Where possible a place will be offered. If this cannot be achieved, the child's name will be added to the waiting list. Parents retain their right of appeal.

## **7. In-Year Applications**

Parents should direct applications for admission arising mid-year to their home Local Authority and the governors of the school will consider admission against places available as and when requested to do so. The Wokingham Borough Council will allocate places from the waiting list if places are available at the school. The management of the waiting list allows for a vacant place to be filled by the first child eligible to take up the place immediately.

Children who are the subject of a direction by the L.A. to admit or who were allocated to a school in accordance with an In-Year Fair Access Protocol, will take precedence over those on a waiting list.

All admissions to other year groups at the school depend upon whether there are places available within the year group. Information on the availability of places can be obtained from the Wokingham Borough Council Admissions Team (0118 974 6105).

The Governing Body will ensure that their admission arrangements are fair, do not disadvantage, either directly or indirectly, a child from a particular social or racial group, or a child with a disability or special educational needs and comply with all other current and relevant equalities legislation.

#### **8. Timescales for acceptance of offered places**

Parents are reminded that it is necessary to accept the offer of a place within 21 days as part of the co-ordinated scheme.

#### **9. Appeals**

There are established arrangements for appeals against non-admission. Details are available from the school and the L.A. It should be noted that in the event of an unsuccessful appeal against non-admission to the school, the school would not consider any further application in the same academic year unless there has been a material change of circumstance, e.g. a change of address. An independent panel is arranged by the Oxford Diocesan Board of Education to hear appeals. More information may be obtained from the Admissions secretary of the Governing Body, c/o the School Office.

For further information please contact:

Clerk to the Governors' Admissions Panel :  
All Saints C of E (Aided) Primary School  
Norreys Avenue  
Wokingham  
Berks  
RG40 1UX  
0118 9787173

#### **11. Waiting List**

In addition to a parent's right to appeal, the Governors offer parents whose application has not been successful the chance to add their child's name to the School's Waiting List which will be held by the L.A. Should a casual vacancy occur, a place will be offered first to any child covered by the In-Year Fair Access Protocol and then to a child on the Waiting List, in line with the arrangements for the Co-ordinated Scheme. The order of priority on the Waiting List is the same as the list of criteria for over-subscription. No account is taken of length of time on the Waiting List. The Waiting List will be retained by the L.A. until such time as the policy is changed to fill places that may become available during the school year. The school (and the L.A.) periodically seeks confirmation that parents wish a child to be kept on the Waiting List. The school will keep the L.A. informed of any places becoming available.

#### **10. Review**

This policy will be reviewed annually during the Spring term by the Governing Body.

## 11. Contact Details

For more information, or to arrange a visit to the school, please contact :

Admissions Clerk  
School Office  
All Saints CE (Aided) Primary School  
Norreys Avenue  
Wokingham  
Berks RG40 1UX

Tel : 0118 9787173

e-mail : [admin@allsaints.wokingham.sch.uk](mailto:admin@allsaints.wokingham.sch.uk)

website : [www.allsaints.wokingham.sch.uk](http://www.allsaints.wokingham.sch.uk)

## **APPENDIX 1 ~Notes**

### **Note 1**

A parent is any person who has parental responsibility or is the legal guardian of the child. 'Family members' include only parents, as defined previously, and siblings.

### **Note 2**

A child in public care (looked after child), is a child who is in the care of a local authority or provided with accommodation by that authority.

### **Note 3**

A sibling is a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

In the event of an application on behalf of children from a multiple birth where admission of more than one of the children would cause the school to exceed its planned admission number of 45, all of the child(ren) will be admitted, except in the case where to do so would result in the school breaching infant class size legislation at Key Stage 1 (infant classes of five, six and seven-year olds). This means that class size must not break 30 children to one qualified teacher. In this instance the Local Authority, on behalf of the Admissions Committee of the Governing Body will draw lots to decide which of the child(ren) will be offered the available place(s). The unsuccessful child(ren) will be placed and remain at the top of the waiting list. In such instances parents will be offered the place and will need to decide whether they wish their children to be split or consider placement together at an alternative school.

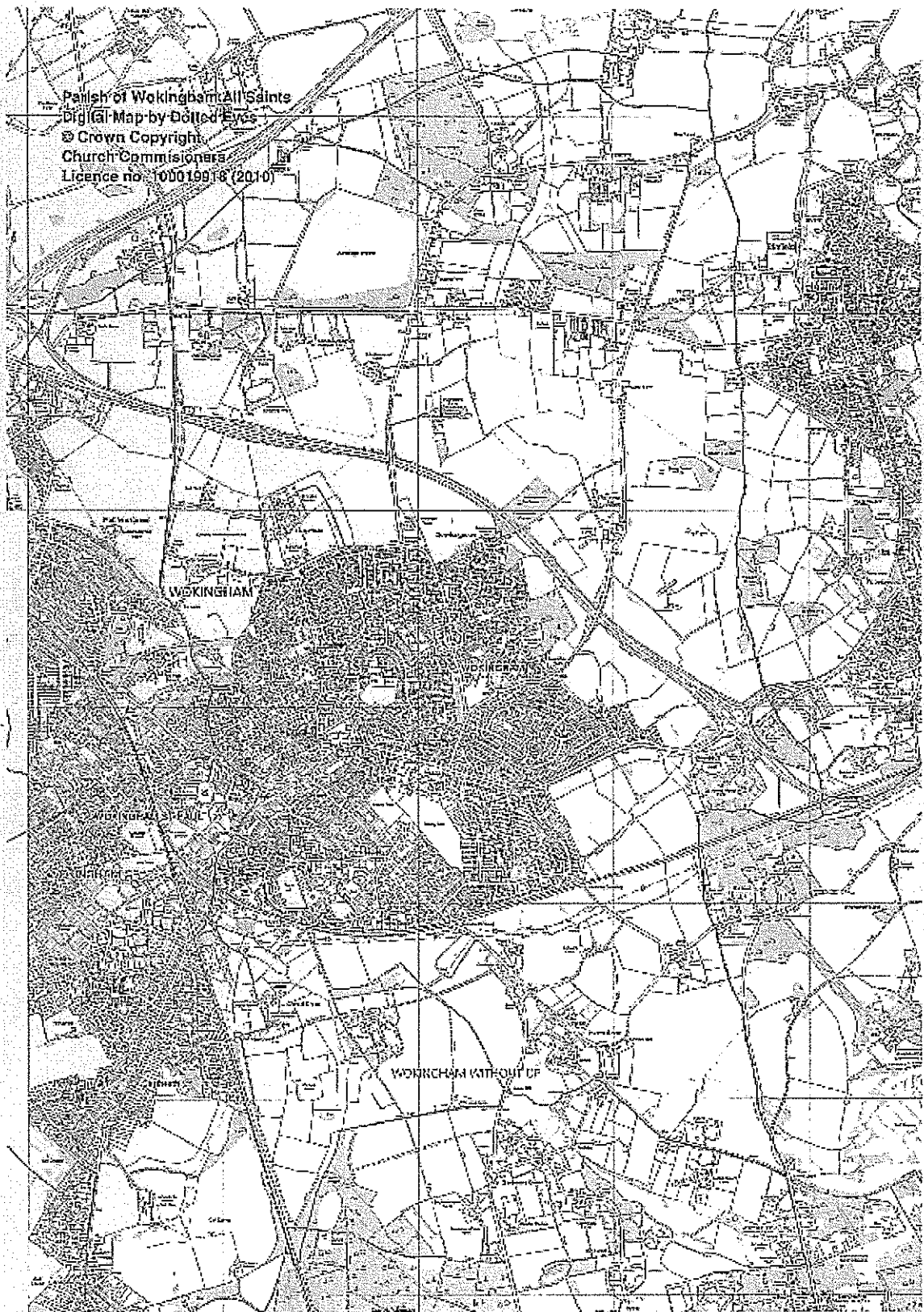
### **Note 4**

By 'normal home address' we mean the child's home address. This is your child's address at the time you make an application for a place. We regard a child's home address to be where he/she spends the majority of the school week (Monday to Friday including nights). The school reserves the right to check the validity of any address given by asking for evidence such as inclusion on the electoral roll or a recent council tax or utilities bill confirming your name and address. If there is any reason why a child does not live at his/her parents address, for example, he/she is resident with a Grandparent, you must inform us on the application form. If you do not declare any arrangements like this, or use a relative's address for your application, we may consider that you have made a false declaration and withdraw the offer of a place. However, if you are moving into the area served by the school we will request that you provide evidence of your move, e.g. a solicitor's letter or a letting agreement, before considering an application. We need to know that you will be resident in the Ecclesiastical Parish of All Saints, Wokingham, on 1 September 2012.

### **Note 5**

Information on the exceptional medical or social needs criteria must be provided by the appropriate qualified professionals, e.g. medical consultant, general practitioner, social worker or educational psychologist. The professional reports should set out the reasons why the school is the most suitable and the difficulties that would be caused if the child had to attend another school. All reports will be assessed by the school's Inclusion team and with reference to the Admissions Committee. The Governing Body reserves the right to seek further advice from relevant professionals as appropriate.





**POLICY FOR ADMISSION TO THE NURSERY 2012 - 2013  
ALL SAINTS C of E (AIDED) PRIMARY SCHOOL, WOKINGHAM**

### 1. Introduction

The Governing Body of All Saints C of E (Aided) Primary School, Wokingham, applies the regulations on admissions fairly and equally to all those who wish to attend this school in accordance with the mandatory provisions identified in the Admissions Code. All Saints C of E (Aided) Primary School is an inclusive school that welcomes children from all backgrounds and abilities. Parents (see note 1) who wish to visit the school are welcome to do so. Please make an appointment through the school office (0118 9787173).

As a Voluntary Aided School, the Governing Body of All Saints C of E (Aided) Primary School determines and implements its own admissions arrangements. Details of our Admissions Policy and the waiting list can be obtained directly from the school office. The Policy is part of our school prospectus.

### 2. Entitlement

The entitlement for each child is 15 hours free education per week, for 38 weeks, per year during term time, with a number of flexible places being available – parents can apply for their child to have three longer sessions equating to the 15 hours entitlement. Parents may choose to take up as much or as little of this entitlement as they choose.

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

An application for admission earlier than this would be considered only in the exceptional circumstances of a recommendation from the Learning Difficulties and Disabilities team or Social Services for early entry in the term the child becomes 3 years of age.

Children with Statements of Special Educational Need, naming the All Saints C of E (Aided) Primary School will always be admitted.

### 3. The Admission Number

The 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 at All Saints C of E (Aided) Primary School allows for up to 60 part time places.

### 4. Applications

Parents may apply at any time for a place for their child.

Parents should ensure that they read the admissions policy and complete the standard application form for admission at FS1.

Parents will be notified of a place for their child

- For admission in the following January – notification by the end of October
- For admission in the following April – notification by the end of January
- For admission in the following September – notification by the end of May

Applications will be considered by the Headteacher plus the Foundation Stage Leader and will be referred to the Admissions Committee of the Governing Body.

Parents may apply for between one and five sessions per week. Parents applying for less than five sessions will be given equal consideration as those applying for five sessions.

#### **5. Allocation of Places (oversubscription criteria)**

In the event of there being a greater demand for admission than there are places available, then children with a Statement of Special Educational Needs, naming the All Saints C of E (Aided) Primary School have the highest priority.

Children known by the local authority to have identified additional needs likely to lead to a Statement and whose needs can be best met at the preferred setting (Resource Unit for children with physical disabilities)– applications made under this criterion would need to be supported by supporting evidence from an appropriate professional, e.g. medical practitioner and Wokingham Borough Council Learning Difficulties and Disabilities team.

Once places have been offered to these children, the following criteria will be applied in the order set out below :

1. Children in public care (see Note 2).
2. Children who have a sibling (Note 3) living in the same family unit who will be at the school when the applicant would enter the school.
3. Children with a normal address within the Ecclesiastical Parish of All Saints, Wokingham (see note 4).

Parents can check whether their address falls within this area by accessing [www.achurchnearyou.com](http://www.achurchnearyou.com) or alternatively, by contacting the school on 0118 9787173 and providing an address and postcode. A map showing the Parish boundary is appended to this policy. A further copy of the map showing the Parish boundary is available in the school office.

N.B. An offer of a place cannot be guaranteed for all children living in the Ecclesiastical Parish of All Saints, Wokingham.

4. 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 (see note 5). Family medical needs will only be considered in exceptional circumstances.
5. Children with exceptional social or family needs which makes it essential that they attend the preferred school, rather than any other. The application must be supported by written evidence

provided by a Social Worker, a Welfare Officer or an appropriate person associated with the family (see note 5).

6. Any other children

**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.**

6. Resource Unit

The Resource Unit at All Saints C of E (Aided) Primary School is available to children with a Statement of physical disabilities and admissions are managed by Wokingham Borough Council. This is a Resource Unit with a total of 40 places (a nominal 5 per year group) for children with physical disabilities, aged between 3 and 11 years. These places are part of the admission number. The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school. Children with a Statement of physical needs are considered for admission to the Resource after discussions with the relevant Health and Special Needs officials, to ensure that this is the most appropriate setting. The L.A. determines the criteria for admission and makes the decisions on admission to the Resource. Any child for whom the school has been named in their Statement of Special Educational Needs will be admitted. 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.

Applications for places in the resource Unit are managed by the Wokingham Local Authority and not the Governing Body of the school. Wokingham L.A. allocates these places to children according to their needs. They may include children from neighbouring authorities.

Contact details for the L.A. are :

Lynn Pitt  
Head of Learning Difficulties and Disabilities Service  
Wokingham Borough Council  
Highwood School Annexe  
Fairwater Drive  
Woodley  
Reading  
Berks  
RG5 3RU

0118 9746880

## **7. Waiting Lists**

A waiting list will be held of unsuccessful applicants in case spaces become available during the year. The 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.

## **8. Late Applications**

If an application is received after the date by which parents are notified of places, this will be considered 'late'. Late applications will be considered against the waiting list and over-subscription criteria, 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 notification date will be considered as an 'in-year' application. Places will be offered if available or names added to the waiting list.

## **9. 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.

## **10. 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 three weeks** from the date of the offer letter. If a form is not received, there will be one further written reminder and failure to respond 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 setting at any stage, if you are not accepting the place for any reason.**

## **11. 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 will not prejudice the application.

## **12. Offers of sessions**

Parents will be invited to indicate, on application, the number of sessions (up to a maximum of five funded) they wish their child to attend. The setting will indicate their pattern of sessions taking into account the national guidance.

**13. Exceeding capacity**

Whilst there is no statutory right of appeal in the case of an unsuccessful application to the Nursery, parents do have the right to appeal by using the Governors' complaints procedure. Governors will be prepared to consider a further application.

More information may be obtained from the Governing Body, c/o the School Office.

Clerk to the Governors' Admissions Panel :  
All Saints C of E (Aided) Primary School  
Norreys Avenue  
Wokingham  
Berks  
RG40 1UX  
0118 9787173

**14. 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.

**15. Review**

This policy will be reviewed annually during the Autumn term by the Governing Body.

## **APPENDIX 1 ~Notes**

### **Note 1**

By 'parent' we mean both natural parents; or any person who, although not a natural parent, has parental responsibility for the child. If in doubt contact the school for advice.

### **Note 2**

A child in public care (looked after child), is a child who is in the care of a local authority or provided with accommodation by that authority.

### **Note 3**

A sibling is a brother or sister, this includes a brother or a sister of the whole or half-blood, or any child (including an adopted or fostered child) who permanently resides at the same address and for whom the parent has parental responsibility.

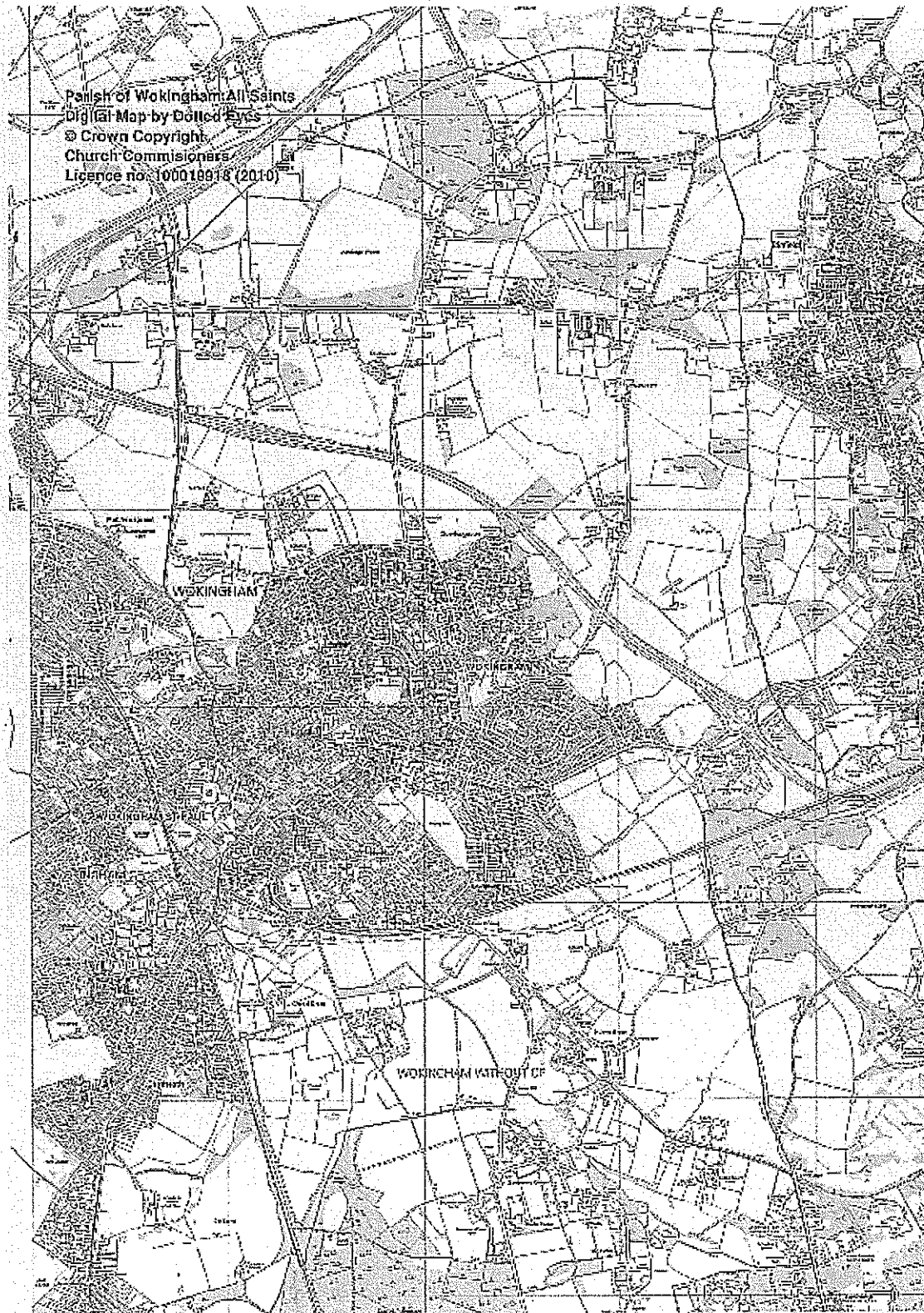
In the event of an application on behalf of children from a multiple birth which would cause the school to exceed its planned admission number of 52 the governors will seriously consider the parents' wishes for the children to be educated together.

### **Note 4**

By 'normal home address' we mean the child's home address. This is your child's address at the time you make an application for a place. We regard a child's home address to be where he/she spends the majority of the school week (Monday to Friday including nights). The school reserves the right to check the validity of any address given by asking for evidence such as inclusion on the electoral roll or a recent council tax or utilities bill confirming your name and address. If there is any reason why a child does not live at his/her parents address, for example, he/she is resident with a Grandparent, you must inform us on the application form. If you do not declare any arrangements like this, or use a relative's address for your application, we may consider that you have made a false declaration and withdraw the offer of a place. However, if you are moving into the area served by the school we will request that you provide evidence of your move, e.g. a solicitor's letter or a letting agreement, before considering an application. We need to know that you will be resident in the Ecclesiastical Parish of All Saints, Wokingham, on 1 September 2012.

### **Note 5**

Information on the exceptional medical or social needs criteria must be provided by the appropriate qualified professionals, e.g. medical consultant, general practitioner, social worker or educational psychologist. The professional reports should set out the reasons why the school is the most suitable and the difficulties that would be caused if the child had to attend another school. All reports will be assessed by the school's Inclusion team and with reference to the Admissions Committee. The Governing Body reserves the right to seek further advice from relevant professionals as appropriate.





## **FOURTH – 08/10/2010**

### **Earley St. Peter's Church of England (Aided) Primary School**

#### **Governors' Admissions Policy for the Academic Year 2012– 2013**

Earley St. Peter's CE Primary School is a Voluntary Aided School. As such the Governing Body is the admissions authority for the school. The school is a partner in the co-ordinated admission scheme arrangements for primary admissions in Wokingham Local Authority (LA) and follows the Wokingham Borough admissions timetable (appendix A). This policy complies with all relevant legislation, including that regarding infant class size & equal opportunities, and the School Admissions Code published by the DCSF now known as Department for Education (DfE).

The published admission number for the academic year 2012 – 2013 will be 70.

Therefore in 2012/2013 the Governors will admit a maximum of seventy children whose fifth birthday falls between 1<sup>st</sup> September 2012 and 31<sup>st</sup> August 2013.

For admission to the 2012/2013 academic year, the school will offer all children full time schooling in the September following their 4<sup>th</sup> birthday. This change came into effect in February 2010.

A part-time place will be available if parents/carers consider this to be in their child's best interest. If parents choose this option and then wish to increase to full-time schooling before their child reaches statutory school age (the term after they become 5 years old) the parents/carers must discuss this with the Head teacher to agree the date this will commence.

Parents will have the right to defer entry until later in the year or until their child is of statutory school age. If parents of children whose fifth birthday falls between 1st April and 31st August 2013 wish to defer entry to September 2013, they would have to make a separate application for a Year 1 place in September 2013. In such instances, there may be no places available in Year 1, which could have 70 children transferring from the Reception Year 2012-2013.

It must be noted that the Governing body and the school will adhere to Wokingham Borough Council's co-ordinated admission scheme.

Children with Statements of Special Educational Needs naming Earley St. Peter's Church of England (Aided) Primary School will always be admitted.

Applications for other year groups or for the Reception Year once the school year has started must be made to the LA and are subject to the same over-subscription criteria as those for the main entry year. It should be noted that all year groups have 70 places.

In the event of there being a greater demand for admission than there are places available, the following over subscription criteria will be applied in the order set out below.

**Category 1**

'Looked after' children for whom any Local Authority acts as parent.

**Category 2**

Children whose parent(s) are regular worshippers (at least once a month for at least the 12 months preceding the application closing date) at one of the churches named in appendix B. In order for an application to be considered under this criterion parents must complete the Church attendance details form (the supplementary information form) and submit it separately to the School whilst forwarding the common application form directly to the LA by the date published in the LA's co-ordinated admission scheme.

**Category 3**

Children who, when they start school, will have a sibling attending Earley St. Peter's Church of England (Aided) Primary School.

**Category 4**

Children whose home address is in the catchment area (appendix C and E).

**Category 5**

Children whose parent(s) are regular worshippers (at least once a month) at one of the churches named in appendix B, but have not been worshipping there for the minimum period of at least the 12 months prior to the application closing date; but who have been regular worshippers at their previous church (so the total qualifying period will be regular worship at least once a month for at least 12 months prior to the application closing date). In order for an application to be considered under this criterion parents must complete the Church attendance details form (the supplementary information form) and submit it separately to the School whilst forwarding the common application form directly to the LA by the date published in the LA's co-ordinated admission scheme.

**Category 6**

Children whose parents are applying to Earley St. Peter's Church of England (Aided) Primary School for any other reason.

Within these categories, should the need arise; priority is given to children living closest to the school. Distances will be measured using the Local Authority GIS computerized mapping system. The distance is measured as a straight line between the Land Property Gazeteer address points between the respective home address and the School. In the event of identical or equidistant addresses, 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 two members of the Governing Body.

The school subscribes to the Local Authority's Fair Access Protocols and this may have an effect on the admissions waiting list.

For entry to the Reception Year in 2008/2009, the school received 106 applications.

2008/2009	No. applications	No. offers
Category 1 Looked after	0	0
Category 2 Statemented	1	1
Category 3 Church in area	20	20
Category 4 Sibling	18	18
Category 5 Catchment	13	13
Category 6 Church (other)	1	1
Category 7 Other	53	17
<b>Total</b>	<b>106</b>	<b>70</b>

**0** appeals were made.

For entry to the Reception Year in 2009/2010, the school received 99 applications.

2009/2010	No. applications	No. offers
Category 1 Looked after	2	2
Category 2 Church (local)	16	16
Category 3 Sibling	16	16
Category 4 Catchment	14	14
Category 5 Church (other)	0	0
Category 6 Other	51	22
<b>Total</b>	<b>99</b>	<b>70</b>

**0** appeals were made.

For entry to the Reception Year in 2010/2011, the school received 117 (inc. 6 late) applications.

**70** offers were made. The criteria applicable to the applications were as follows:

2010/2011	No. applications	No. offers
Category 1 Looked after	0	0
Category 2 Church (local)	11	9
Category 3 Sibling	19	18
Category 4 Catchment	18	14
Category 5 Church (other)	3	3
Category 6 Other	59	25
<b>Total</b>	<b>111*</b>	<b>70*</b>

**\*includes one child with a statement of special educational needs**

**[0]** appeals were made.

For entry to the F2 Rising 5 (Reception Year) in 2011/2012, the school received x applications. **(The following will be updated after the allocation date).**

2011/2012	No. applications	No. offers
Category 1 Looked after		
Category 2 Church (local)		
Category 3 Sibling		
Category 4 Catchment		
Category 5 Church (other)		
Category 6 Other		
<b>Total</b>		

**(Insert number)** appeals were made.

## APPENDIX A

### Admission Arrangements for 2012/2013

In November 2011, common application forms will be sent by the child's home Local Authority to parents who have registered to receive a an application pack for those children who reach compulsory school age between 1<sup>st</sup> September 2012 and 31<sup>st</sup> August 2013. Applications for entry to Earley St. Peter's CE (Aided) Primary School in the school year commencing September 2012 must be on the common application form.

**The common application form must be returned to the child's home Local Authority.**

**Where relevant the supplementary information form regarding denominational involvement should be completed and returned separately to the School office.**

If no supplementary information form is submitted by the closing date then the application will not be considered under these criteria and ranking will be affected accordingly. Parents should be aware of their right to express a preference for particular schools – further details are available in the Wokingham LA booklet – 'A Parent's Guide to Primary Admissions' or their respective Local Authority. **Parents may also apply online.** The deadline for applications is **x (to be filled in later).**

The LA will collate the information and send copies of the forms to the school for consideration by the Governing Body. During February/March 2012 the Governors' Admissions Committee will consider all the complete applications received by the published admission deadline, and in the event of more than 70 applications being received, places will be allocated strictly according to the over subscription criteria. All applications will be treated equally, irrespective of need or ability and without reference to the positioning in the ranked list on the application form.

Parents will be notified in writing of the result of their application on **x (to be filled in later)** by the LA. Parents who apply online will also be able to view the result of their application on **x (to be filled in later)**. Every offer will indicate when the child might expect to start school. There is a requirement for the parents to accept the offer of a place within **14** days as part of the co-ordinated scheme.

Parents whose application for the 2012/2013 intake is not successful are automatically entitled to a right of appeal. Appeals against the Governors' decision not to admit a child should be sent on the appropriate appeal form, to the Chair of Governors, at the school, within 14 days of the date on the letter accompanying the form. An appeal form can be obtained from the school secretary or the school website.

An independent appeal panel, convened by the Oxford Diocesan Director of Education, hears appeals. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September to 31 August). However, parents have the right to make a second application to the school in the same academic year if there is a major change in circumstances.

Any in year admissions applications are dealt with by the child's Local Authority (LA) who will coordinate available places, in any year group, at any time of the year (e.g. for families who have recently moved home) and these will be considered by the Governors. Parents are welcome to contact the LA Admissions Team or the school, to establish if a place is available in a particular year group. Either way, parents will then need to complete an application form, provided by their LA. The school maintains a waiting list for those children who are not offered a place, including those unsuccessful at appeal; the order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of length of time on the waiting list. Waiting lists are maintained for each year group which is full. Should a casual vacancy occur, a place would be offered to the child at the top of the waiting list using the over-subscription criteria (unless an application has been received that takes priority over the waiting list). The school periodically seeks confirmation that parents wish a child's name to be kept on the waiting list.

**Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on a waiting list.**

The Governors would like parents to note that the published admission number in all year groups is 70 children. A written offer will be sent to the most recent address provided for the child in question, and parents should note that they must either accept or decline the place within **14** days of the date of the letter, or the place will be offered to the next name on the waiting list. The child must start at the school within 10 academic days of the date of acceptance.

Admission of children for a school place outside their normal age group

Although most children will be admitted to the school within their own age group, requests from parents for school places outside their normal age group will be considered carefully for gifted and talented pupils or those who have experienced problems or missed part of the year, for example due to ill health. Each case will be considered on its own merits and will only be agreed by the Governing Body where there is consensus between the parents, the school, the LA and any relevant professional who has been asked for their opinion by the Governing Body and is in the best interests of the child.

The School does not accept applications for children who will not reach the age of five during the admission year 2012-2013.

Any requests for further information should be addressed, in the first instance, to the School Secretary, on telephone number 0118 926 1657.

NOTE: A separate admissions policy is applied to Earley St. Peter's Nursery and an offer of a Nursery place **in no way** guarantees an offer of a school place.

NOTE: Applications received **after the deadline** for receipt will only be considered **after** all those received by the deadline. This means that if no places are left after considering all the applications received by the deadline, even if your application fulfils a higher criterion than that under which places have been offered to other applicants, your application will be unsuccessful. At the published admission deadline, applications under categories 2 and 5, which are not accompanied by the relevant supplementary information form, will be deemed to be INCOMPLETE applications. They will be re-categorised by the Governors accordingly, before being considered. (Relevant parents will be informed of this process beforehand).

NOTE: The Governors reserve the right to verify any of the information given on the application form and the church reference form (the supplementary information form), and to re-categorise the application in the light of any inconsistencies.

## APPENDIX B

Where applying under category 2 or category 5, the relevant churches are listed below. **Parents should return the supplementary information form ('the church reference form') to the school and the Common Application form to their LA.** The Governors will then ask the appropriate minister or priest for verification of the information provided. Where applying under category 5, parents will also be required to provide documentary evidence of regular attendance from the minister or priest of their previous church with their application.

Parish churches of:

Earley St. Peter's  
Earley St. Nicolas  
Trinity Church Earley (LEP)  
St. Luke's & St. Bartholomew's, Reading

Also: The following non-Anglican churches

Park United Reformed Church  
Anderson Baptist Church  
Our Lady of Peace Roman Catholic Church  
Brookside (King's Church)  
Earley Christian Fellowship  
Lower Earley Baptist Church

**APPENDIX C**

List of roads in the school's catchment area

Anderson Ave	Erleigh Court Gardens	Nuthatch Drive
Barrington Close	Fairview Ave	Oldfield Close
Blackthorn Close	Gardiner Place	Palmerstone Rd
Byron Rd	Gladridge Close	Pitts Lane
Chiltern Crescent	High Tree Drive	Pocket Place
Church Rd (both sides excluding odd nos. 1 – 67)	Hilltop Rd	Sidmouth Grange Close
Courts Rd	London Rd (south side nos. 228 – 404 only)	Sidmouth Grange Rd
Culver Lane	Mays Close	Stanton Close
Delamere Rd	Mays Gate	The Drive
Eastcourt Ave	Mays Lane	Whitegates Lane
Erleigh Court Drive	Milton Rd	Wokingham Rd (north side nos. 197 – 251 only)

A local map, with the school's catchment area clearly marked is attached as Appendix E and may also be viewed on request, at the school office.

**APPENDIX D**

Terms used as defined below:

Parent

A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parents attendance at church' it is sufficient for just one parent to attend. 'Family members' include only parents, as defined above, and siblings. If you are in any doubt please contact the school for advice.

### Home address

By home address we mean the child's normal home address. This is the child's permanent address at the time of application. We regard this as where the child spends the majority of the school week (Monday to Friday including nights).

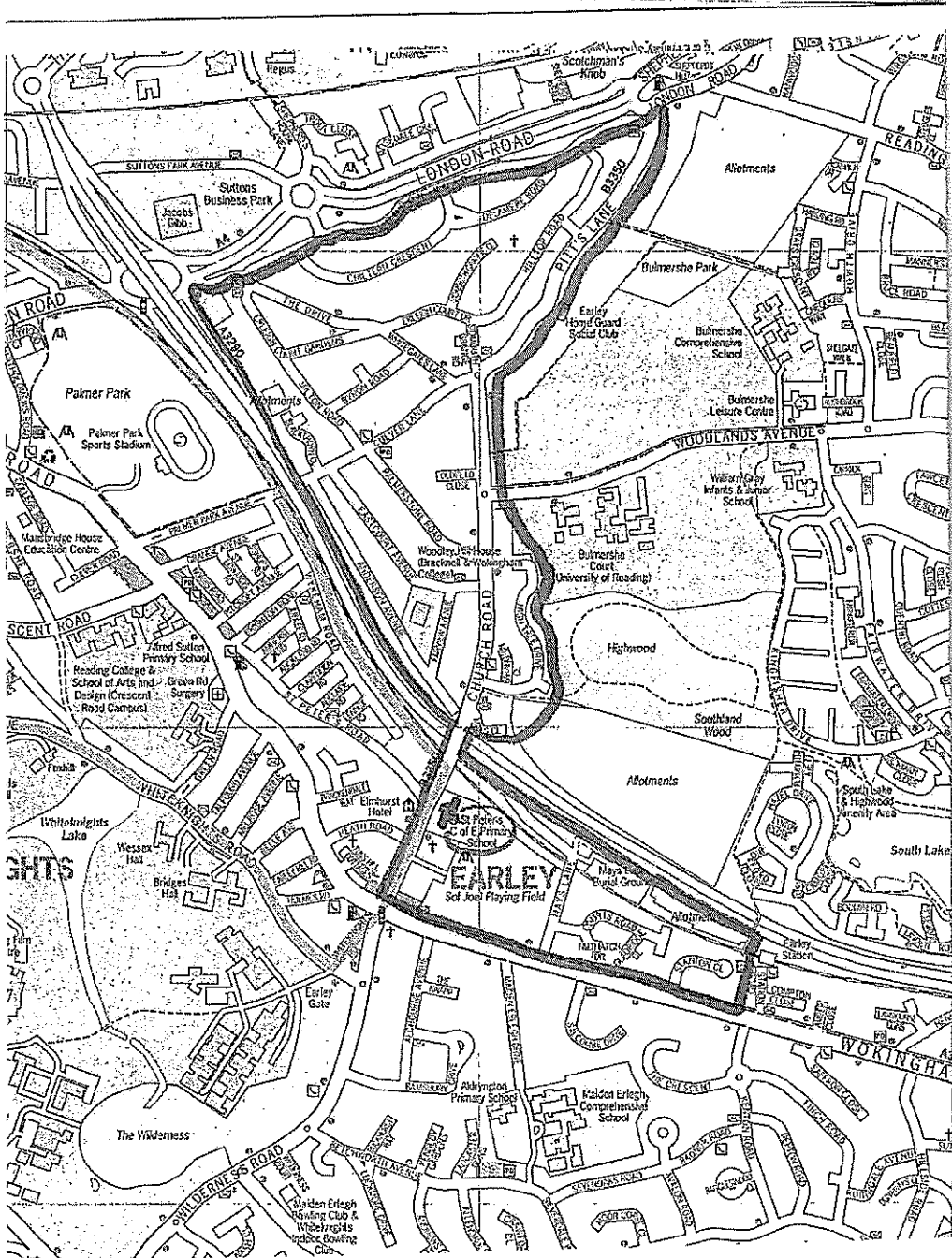
### Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/ carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. In the case of a multiple births application e.g. twins, falling at the cut-off point, then if an offer is made to one child, it will be made to both.



## Appendix E

Map of the Earley Area, showing designated roads for Admission under Category 4 to Earley St. Peter's (VA) Church of England Primary School.



October 2010



**EARLEY ST PETER'S CHURCH OF ENGLAND PRIMARY SCHOOL**

**Parental Church Attendance Details (the Supplementary Information Form)**

**N.B. Please complete this additional form (and ensure that it is signed also by your Church Priest/Minister) if you are applying under Category 2 or Category 5 of the Admissions Policy and return it to the School before the closing date.**

We are applying for a place at Earley St. Peter's CE Primary School for our child under **Category 2**   
**Or**

We are applying for a place at Earley St. Peter's CE Primary School for our child under **Category 5**

**Section A: Child's details**

Name of child .....

Date of birth Day.....Month.....Year..... Male  Female

Address .....  
..... Postcode .....

Home telephone no. .... Daytime contact no. ....

**Section B: Church membership details**

Name of Church attended .....

Name of parent(s) who attend the church.....

Name of Priest/Minister in charge.....

Priest/Minister's address .....  
.....  
..... Postcode .....

Priest/Minister's telephone no. ....

I/We usually attend the church named above at least once a month

I/We have attended the church named above since.....month.....year

The following declaration is to be signed by the relevant Priest/Minister:

I hereby certify that the parent(s) of the above named child is/are practising member(s) of my congregation/meeting over the last year and meet the requirements stated above. I therefore support the parent's application to Earley St. Peter's C.E. Primary School on denominational grounds.

Signature ..... Date.....

Position at Religious Establishment .....

Where applying under **category 5**, parents are ALSO required to provide membership details of their **previous** church, either by photocopying this form or writing relevant details on the rear of this form. Dates covered will be consecutive and parent(s) are responsible for ensuring that they provide all the relevant information in order that attendance can be verified for the relevant qualifying period.

Signature of parent/guardian ..... Date .....

**PLEASE NOTE THAT THE GOVERNORS WILL VERIFY THE CHURCH INFORMATION GIVEN ON THIS APPLICATION FORM.**



*Founded 1848*

## Earley St Peter's C.E. Primary School

### ADMISSION APPEAL FOR A VOLUNTARY AIDED SCHOOL

Under the Education Act 1996 (as modified by the 1998 Regulations on Infant Class sizes) & Education Act 2002

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#### Appeal for admission to Earley St Peter's C E Primary School

Name of child \_\_\_\_\_

Date of birth \_\_\_\_\_

Year Group \_\_\_\_\_

Starting date \_\_\_\_\_

Category/Criterion for entry (see admissions criteria) \_\_\_\_\_

Current School/Nursery \_\_\_\_\_

We/I wish to appeal against the Governors' decision to refuse a place at Earley St Peter's C E Primary School

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Telephone: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

## Grounds for appeal

Please give details of reasons why you believe your child should be admitted to the school. Please use extra space if necessary, and do include any documents that you feel might strengthen your case.

---

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to Chair of Governors, Earley St Peter's C E Primary School to the address below within 14 days of your receipt of the letter refusing your application.

Earley St Peters CE Primary School  
Church Road  
Earley  
Reading  
Berks  
RG6 1EY  
<http://www.earley-st-peters.wokingham.sch.uk>

## **EARLEY ST. PETER'S NURSERY**

### **ADMISSIONS POLICY**

**Academic year 1<sup>st</sup> September 2012– 31<sup>st</sup> August 2013**

***THE GOVERNORS OF EARLEY ST. PETER'S C.E. (VA) SCHOOL OPERATE TWO SEPARATE AND DISTINCT ADMISSIONS POLICIES - ONE FOR THE NURSERY AND ONE FOR THE PRIMARY SCHOOL.***

***Therefore, to avoid misunderstandings, the Governors ask parents to note the following important points:***

- ***Separate registration and the completion of separate application forms are required for Earley St. Peter's Nursery and for Earley St. Peter's C.E. Primary School***
- ***Registration and the subsequent completion of an application form for Earley St. Peter's Nursery do not constitute an offer of a place in the Nursery. Offers of a place in the Nursery will be sent by the Governors in writing***
- ***A successful application for Earley St. Peter's Nursery does NOT guarantee a successful application to Earley St. Peter's C.E. Primary School***

---

### **REGISTRATION**

Children can be registered for the Nursery with the School Secretary at any time. Registration indicates interest in a place at the Nursery & initiates the application process. Application forms will be sent to parents at an appropriate time to enable them to apply for entry using the Application for Admission form and following the Admission criteria.

### **ADMISSION INFORMATION**

1. Children will normally be admitted to the Nursery in the September after they turn three years old.
2. The Nursery offers 52 part-time places i.e. 26 children in the morning and a further 26 children in the afternoon. In order to offer nursery experience to as many children as possible, no full-time places will be available. Therefore children will attend five morning sessions or five afternoon sessions.

Morning: 8.30 am – 11.30 am

Afternoon: 12.30 pm – 3.30 pm

The Governing Body reserves the right to adjust the Nursery session times upon a minimum of one terms notice in writing.

3. Children will be expected to attend regularly. The Governors reserve the right to withdraw a place if a child is frequently absent or is absent for an extended period without a good reason. Places would be held open in exceptional circumstances such as a long period of hospitalisation.

## ADMISSION PROCEDURE

1. Parents who have registered their child will receive a Nursery application form by post. They are asked to complete & to give as much information as possible on this form.
2. The Governors' Admissions Panel will meet annually and will consider the information on each application form before allocating the 52 available places, according to the Admissions Criteria.
3. All offers of places will be made in writing.
4. All offers of places must be accepted within 14 days of the offer being made.
5. Parents who refuse a place must re-apply if they wish their child to be considered for a place in future.
6. Late applications or transfers from other nurseries will be considered by the Governors if casual vacancies occur.
7. A Waiting List will be kept by the Nursery for unsuccessful applicants. Places will be offered from the Waiting List, if a casual vacancy occurs, in category order (see 'Admissions Criteria') according to date of birth.
8. Parents whose application is unsuccessful have no statutory right of appeal but may ask the Governors' Admissions (Personnel) Committee to formally reconsider the application.

***Earley St. Peter's Nursery is an Equal Opportunities establishment and all applications will be given equal consideration within the Governors' Admissions Policy***

***The Governors reserve the right to verify any of the information given on the application form.***

## ADMISSIONS CRITERIA

Children with Statements of Special Education Needs naming Earley St. Peter's Nursery will always be admitted.

When completing the Nursery Application Form, parents should decide under which of the following four categories (other than for Statemented children) they wish to apply.

Category One:           Looked after Children.

Category Two:           Children living in the roads listed below.

Category Three: Children living in the Wokingham Borough Council part of Earley (these are roads in the administrative area of Earley as listed by Earley Town Council), but not in one of the roads listed below.  
**(Parents living in the Reading Borough Council part of Earley are not included in this category)**  
**Clarification can be sought by viewing the Earley Town Guide published by Earley Town Council either at the Council offices or on their website.**

Category Four: Any other children whose parents wish them to attend Earley St. Peter's Nursery.

**The categories will only become relevant if more applications are received than there are places available.**

**List of roads in Category Two:**

Anderson Avenue	Barrington Close
Blackthorn Close	Byron Road
Chiltern Crescent	Church Road (both sides excluding odd nos. 1 – 67)
Courts Road	Culver Lane
Delamere Road	Eastcourt Avenue
Erleigh Court Drive	Erleigh Court Gardens
Fairview Avenue	Gardiner Place
Gladridge Close	High Tree Drive
Hilltop Road	London Road (South Side nos. 228 to 404 only)
Mays Close	Mays Gate
Mays Lane	Milton Road
Nuthatch Drive	Oldfield Close
Palmerstone Road	Pitts Lane
Pocket Place	Sidmouth Grange Close
Sidmouth Grange Road	Stanton Close
The Drive	Whitegates Lane
Wokingham Road (North Side nos. 197 to 251 only)	



**FOURTH DRAFT**  
**08/10/10**



Church Road, Earley,  
 READING, RG6 1EY  
**Telephone:** Reading (0118) 9261657  
**Fax:** (0118) 9266358  
**E:Mail:** admin@earley-st-peters.wokingham.sch.uk

**APPLICATION FOR ADMISSION**

**DETAILS OF CHILD:**

Surname: ..... Forenames: .....

Date of Birth: ..... Gender: Male  Female

Address: .....  
 ..... Postcode: .....

Contact No: ..... E:mail: .....

We cannot guarantee which session is offered but please state a preference:  AM  PM

**NAME OF PARENTS/ GUARDIANS:**

Title	Forename	Surname	Relationship to child	Daytime Tel. No.

Correspondence to be addressed to (e.g. Mr & Mrs) .....

**ADMISSION CRITERIA**

Please tick the box that is relevant to your application.

I am applying for my child to be admitted to Earley St. Peter's Nursery under the following Category of the Admissions Policy:

- Children with a Statement of Special Educated Needs naming Earley St. Peter's Nursery
- Category One: Looked After Children
- Category Two: Residence in a road listed in the Policy
- Category Three: Children living in the Wokingham Borough Council part of Earley (these are roads in the administrative area of Earley as listed by Earley Town Council), but not in one of the roads listed below. (Parents living in the Reading Borough Council part of Earley are not included in this category)   
 Clarification can be sought by viewing the Earley Town Guide published by Earley Town Council either at the Council offices or on their website.

Category Four: Other reason. (Please state reason.) .....

.....

**Please note:**

- Children who gain a place at the Nursery will **NOT AUTOMATICALLY GAIN A PLACE AT EARLEY ST. PETER'S C.E. PRIMARY SCHOOL.**
- The Governors reserve the right to verify any of the information given on this form.

**Declaration:**

I have read the Earley St. Peter's Nursery Admissions Policy.

Signed: .....(Parent/Guardian) Date: .....

Please return this form to Earley St. Peter's school office.

**TITLE** School Adjudicator Decisions

**FOR CONSIDERATION BY** Admissions Forum on 23 November 2010

**REPORT PREPARED BY** David Armstrong

**SUMMARY**

The Office of the Schools Adjudicator has a duty to consider objections to admission arrangements where the applicant considers that the arrangements may be in breach of the Admissions Code.

Two objections regarding admission arrangements for 2011-2012 have been considered by the Adjudicator, and are reported to the Forum in full.

**RECOMMENDATIONS**

That the Forum

- (1) Notes the decisions of the Adjudicator, and any changes that the Adjudicator has required to be made to the determined 2012-2013 arrangements
- (2) Considers any other implications of the Adjudicator's decisions that should be drawn to the attention of admission authorities.

**SUPPORTING INFORMATION**

The two objections considered by the Adjudicator were –

- Objections by the Local Authority to the admission arrangements for The Piggott School.

The grounds for the objections were discussed at a previous meeting.

- Objections by two parents to the admission arrangements for The Bulmershe, Emmbrook, Holt, Forest, and Maiden Erlegh Schools

This case relates primarily to the designated areas for the schools concerned.

Both cases and adjudications are set out in full in the attached documents.

**List of Background Papers**

<b>Held by</b> David Armstrong	<b>Service</b> Childrens Services
<b>Telephone No</b> 974 6134	<b>Email</b> david.Armstrong@wokingham.gov.uk
<b>Date</b> 15 November 2010	<b>Version No.</b> 1

## DETERMINATION

**Case reference:** ADA/001967

**Objectors:** Two parents

**Admission Authority:** Wokingham Borough Council

**Date of decision:** October 7<sup>th</sup> 2010

### **Determination**

**In accordance with section 88H(4) of the School Standards and Framework Act 1998, I have considered the admission arrangements of Wokingham Borough Council for 2011/12. I determine that there has been no breach of the School Admissions Code and therefore I do not uphold the objection lodged by two parents to the determined admission arrangements of the Council for 2011/12.**

### **The referral**

1. An objection has been referred to the Adjudicator by two eligible parents (the objectors) about the admission arrangements (the arrangements) determined by Wokingham Borough Council (the Council) for The Bulmershe School, The Emmbrook School, The Holt School, Forest School and Maiden Erlegh School, a group of community secondary schools (the schools).
2. The objectors refer to aspects of arrangements that they feel breach the letter and the spirit of the School Admissions Code (the Code). These relate to the catchment areas and to their view that the arrangements are not sufficiently clear, in the sense of being free from doubt and easily understood by parents.

### **Jurisdiction**

3. These arrangements were determined under section 88C of the School Standards and Framework Act 1998 (the Act) by the Council which is the admission authority for all community schools including the schools. The objectors submitted their objections to these determined arrangements on July 29<sup>th</sup> 2010. I am satisfied that the objection has been properly referred to me in accordance with section 88H of the Act and that it falls within my jurisdiction.

### **Procedure**

4. In considering the matter I have had full regard to all relevant legislation and guidance. The documents I have considered in reaching my decision include:
  - the details of the parental objection;

- a copy of 'The Co-ordinated Scheme for Admission to Primary and Secondary Schools, incorporating admission policies for community and voluntary controlled schools', (For entry to schools in 2011 to 2012);
- "A parents Guide to Secondary Admissions in the Wokingham Borough 2011/12";
- maps of the schools' locations;
- minutes of the meeting of the Executive of the Council on March 25, 2010 when admission arrangements were determined;
- minutes of the Admission Forum Meetings of March and June 2010;
- minutes from the Secondary review Board meetings held in March, May and June 2010; and
- the Review of Secondary Admissions in Wokingham report dated June 2010.

### **The Objection**

5. The objectors have referred to the arrangements determined by the Council and have focused on areas where they feel that the Council is in breach of the letter and spirit of the Code. The four aspects of the objection relate to:
  1. poor initial consultation about the designated areas that were established for the schools upon the closure of Ryeish Green School;
  2. determining future admission arrangements ahead of schedule before the planned review of designated areas;
  3. the Council's failure to undertake a designated area review as announced during consultations on the closure of Ryeish Green School; and
  4. making admission arrangements that are unnecessarily complicated.

### **Background**

6. The objectors provided the background of events from 2006 when the Council made changes to the designated areas of a number of local schools, on the closure of Ryeish Green School. The designated areas remain unchanged and the objectors state that their continued use, without a review, has prevented the possibility of admission to alternative local schools, which are oversubscribed.
7. The objectors contend that there was insufficient initial consultation with parents in 2006, that the catchment area of Ryeish Green School was arbitrarily divided into three unequal parts and that the Council "used the closure of the school as a means of changing the catchment areas for its own purposes." They assert that the Council has not been open and clear about its plans, having advised parents in 2006 that the changes to the designated areas were an interim measure, and that a full review of the secondary schools' designated areas would be undertaken by September 2010.

## Consideration of the Factors

8. Of the four issues which form part of the objection, two, issues 1 and 3, relate to the statutory proposal to close Ryeish Green School in 2006 and are not directly related to the arrangements determined by the Council for 2011/12. Although these are therefore not within my jurisdiction, I have considered the matters raised by the objectors in so far as they affect the case.
9. The objectors referred an objection in April 2009 on the grounds that “on the closure of Ryeish Green to new admissions, Wokingham LA unfairly discriminated against a small section of the former Ryeish Green catchment area by placing it in a non-adjacent catchment area of an undersubscribed school (The Bulmershe School) rather than including it in the catchment area of the closest but oversubscribed school.” I have noted the determination issued on August 6<sup>th</sup> 2009.
10. The Council has taken full regard of the adjudication and commissioned independent consultants to carry out a review of its secondary admission arrangements. The Secondary Admissions Review Board which met between March and June 2010 included in its recommendations a full review of the designated areas for Bulmershe and Maiden Erlegh Schools. The Admissions Forum discussed the recommendations in June and following Member endorsement, wider consultation on the proposals was scheduled for the period from July to the end of September 2010. Once the outcome of this consultation is known, the Council will include firm proposals about any changes to designated areas for secondary schools in the statutory consultation on arrangements for in 2012/13 as required by the Code and these will be determined by 15 April 2011.
11. I understand that the objectors still retain their preference for other nearer secondary schools and would prefer to be included in the designated area of one of the other secondary schools in the area (i.e. The Emmbrook, The Holt, The Forest or Maiden Erlegh, rather than Bulmershe School, which is their designated area school.) However, having reviewed the information available I am satisfied that the Council undertook the appropriate level of consultation before making necessary changes to designated areas in 2006 on the closure of one of its secondary schools and that it has completed a review of designated areas on time and is undertaking a full consultation with interested parties as planned.
12. Moving on to issues 2 and 4 of the objection which directly relate to the determined admission arrangements for community secondary schools for 2011/12, the objectors assert that the Council has used the existing designated areas to determine arrangements to schools in 2011/12 before it has completed its consultation on possible changes to those designated areas in September 2010. There are mandatory requirements of Code and the timeframes that admission authorities (in this case the Council) must abide by. Code 1.26 states “All admission authorities must consult by 1 March in the determination year on the admission arrangements for those schools for which they are responsible”.

- The determination year is the academic year (i.e. the period from 1 August to the following 31 July) immediately preceding the offer year (when parents receive the offer of admission to a particular school)
  - The offer year is the academic year preceding the academic year in which pupils are actually admitted
13. The School Admissions (Admission Arrangements) (England) Regulations 2008 clarify that the determination year starts at the beginning of the academic year two years before the beginning of the academic year which the arrangements will be for. Whilst the consultation on proposed changes to the designated areas will take place between July and September 2010, the determination year for the admission arrangements for 2011/12 was the period from 1 August 2009 to 31 July 2010. The Council (as the admissions authority) consulted on its arrangements and determined them in accordance with the requirements of the Code and this is recorded in the Executive committee minutes of March 25<sup>th</sup> 2010. I can therefore find no breach of the requirements of the Code.
14. Finally the objectors contend that the Council has failed to make arrangements which are clear, objective and easily understood by parents and that the designated areas are more complex than necessary and cite Code 1.71a which states that '.....admission authorities **must** ensure that the practices and criteria used to decide the allocation of places are clear in the sense of being free from doubt and easily understood.' The Council's publication 'The Parents Guide to Admissions,' clarifies that there is a designated appropriate secondary school for each part of the Borough and that designated areas are distinct geographical areas from which children may be afforded priority for admission to a school. Designated area information, including maps, is available electronically, and can be viewed through the Council's website. Allocation histories for the last five years for all secondary schools are detailed and the level of demand for places at individual schools is detailed. The arrangements are clear and easily accessible for parents and there have been no changes to the designated areas since 2006. I am satisfied that the arrangements are neither complex nor difficult for parents to understand.

### **Conclusions**

15. The first and third issues that formed part of this objection are not within my jurisdiction in this determination of admission arrangements for 2011/12. However, on reviewing the information I have concluded that the Council had undertaken an appropriate level of consultation on existing designated areas and has completed a full review of designated areas as scheduled.
16. Having reviewed the procedures used by the Council to determine its admission arrangements and considered the determined arrangements I have concluded, for the reasons given above that there have no breaches of the Code and therefore I do not uphold this objection.

## Determination

17. In accordance with section 88H(4) of the School Standards and Framework Act 1998, I have considered the admission arrangements of Wokingham Borough Council for 2011/12. I determine that there has been no breach of the School Admissions Code and therefore I do not uphold the objection lodged by two parents to the determined admission arrangements of the Council for 2011/12.

Signed:

Schools Adjudicator: Carol Parsons

Date: 7<sup>th</sup> October 2010



## DETERMINATION

**Case reference:** ADA/001808  
**Objector:** Wokingham Borough Council  
**Admission Authority:** The Piggott School  
**Date of decision:** 03 September 2010

### **Determination**

**In accordance with section 88H(4) of the School Standards and Framework Act 1998, I partially uphold the objection lodged by Wokingham Borough Council.**

**I determine that for September 2011 admissions, the arrangements for The Piggott School should be as described in paragraphs 36-38 of this determination.**

### **The referral**

1. Wokingham Borough Council (the Council) has referred an objection to the Adjudicator about the admission arrangements (the arrangements) for The Piggott School (the school), a Voluntary Aided Church of England school, for September 2011. The objection relates to the school's published arrangements concerning in-year admissions, and to an addition to the list of linked primary schools within those arrangements.

### **Jurisdiction**

2. These arrangements were determined under section 88(C) of the School Standards and Framework Act 1998 (the Act) by the governing body which is the admission authority for the school. The Council submitted its objection to these determined arrangements on 9 July 2010. I am satisfied that this objection has been properly referred to me in accordance with section 88H(2) of the Act, and that it falls within my jurisdiction.

### **Procedure**

3. In considering this matter I have had regard to all relevant legislation, guidance and the School Admissions Code.

The documents I have considered in reaching my decision include:

- the Council's letter of objection of 9 July 2010 and supporting documents;

- the school's response to the objection and supporting documentation;
- the comments of the Oxford Diocesan Board of Education;
- the Council's booklet for parents seeking admission to schools in the area in September 2010.

4. In addition to investigating the matters raised by the objector(s) I have also reviewed the admissions arrangements as a whole and considered whether I should use my power under section 88J(2)(b) of the Act. I am not using my powers under the Act to make further changes to the arrangements.

### **The Objection**

5. The Council has objected to the introduction into the school's admission arrangements of a "deemed admission number", which it uses to determine in-year applications for places. This number is defined by the school as being greater than the school's admission number by 30, and applying to any year group in which the school has, either as at the Council's request, or because of additional admissions through the appeals process, created an additional class group.

6. The Council has also objected to the following element of the school's admission arrangements : " the governors will admit children who apply for in-year admission to a year group in the school as the result of a move of home into the school's designated area, when that move reasonably requires a change of school and when the number of pupils in the year group does not exceed the admission number or deemed admission number for the year group by ten or more".

7. The Council has pointed to the requirement placed upon it to coordinate in-year admissions from September 2010 onwards, and has provided a copy of its approved scheme for 2011/12. It states that the school is in breach of the requirement in the Code that schools which are their own admission authority should ensure that their own arrangements are compatible with, and do not undermine, the co-ordination scheme (Code paragraph 3.8). The Council's view is that the school's arrangements which permit it to admit in-year pupils moving into the area in relation to a number other than the school's admission number, mean that it (the Council) does not have clarity about the number of available places for in-year admissions and that it cannot provide an efficient, fair and transparent admissions process to parents. It therefore believes that the arrangements undermine the scheme.

8. The Council has also provided a copy of its Fair Access Protocol for placing vulnerable children, which the Code (paragraph 3.44) requires all schools to participate in. The Council is of the view that the procedures for admitting children moving into the area adopted by the school could frustrate the operation of the Fair Access Protocol.

9. Thirdly, the Council has objected to the addition into the arrangements for 2011 of St Nicholas Hurst primary school as a named linked school, stating that since it lies outside the area served by the school, its inclusion as a

feeder school does not have the necessary objectivity and consistency required by the Code (paragraph 2.72).

## **Background**

10. In 2007, the Governors of the school, which at the time had Voluntary Controlled status, referred an objection to the Schools Adjudicator against the admission number of 180 set for it by the Council for September 2008. The school wished to increase its admission number to 205, and included in its business plan its aspiration to become “a fully established seven form entry school”. That objection was not upheld. Although the school was seen as popular it was not substantially oversubscribed, and the proposed increase in admission number was seen by the Council as being incompatible with the school’s assessed net capacity and the suitability of the school’s accommodation. At the time it was also the case that an increase in admission number up to 207 could be considered as an admission arrangement matter, whereas any increase above that figure would have required “the more rigorous scrutiny associated with a statutory proposal” which the adjudicator thought the school “seems to be attempting to avoid”. He came to the view that the Council was right in saying that the school’s expansion aspirations should be considered in the context of statutory proposals arising from its anticipated BSF programme, when it would have been possible to address the related accommodation issues.

11. In making its present objection to the school’s admission arrangements for 2011, the Council has confirmed that there has been no material change in circumstances since the previous adjudication, although the school in its response contests this, pointing out that it has added six classrooms since that time. However, the school concedes that it does not have sufficient specialist accommodation to allow an increase in admission number to 210, but does not point to any change in other material circumstances such as the overall need for places in the area. Any expansion in the physical capacity of the school would, if of a sufficient scale, require the publication of statutory proposals which would fall to be determined by the Council. I shall return to the issue of the school’s admission number in relation to its physical capacity and admissions later in this determination.

12. In September 2008, the school adopted Voluntary Aided status, and has become its own admission authority. The regulations covering expansion have also been amended since 2007, such that a school which is its own admission authority can propose an increase in admission number during the annual consultation and determination of admission arrangements for all schools in the area. The Council has confirmed that the school has not sought to increase its admission number in this way, and intimates that the admission arrangements to which it now objects constitute an attempt to circumvent the relevant provisions of the Code and associated regulations.

## The School's Response

13. In responding to the Council's objection, the school has drawn upon the fact that the Council, when it was the school's admission authority, made 210 admissions to year 7 in two years (2003 and 2005). The school organised to create an additional (seventh) class for these years.

14. For September 2009 admissions, "almost 30" (actually 24) appeals against a refusal of a place were successful, and the school decided to again create a seventh class. In 2010, this pattern has been repeated, with 29 successful appeals, and a seventh class being created by the school.

15. The school followed the admission arrangements determined for it by the Council with only minor changes up to an including 2010-11, but "decided to make the changes to which (the Council) has objected in the light of the experience of handling its own admissions".

16. As a result, the school has made in-year admissions for those year-groups organised into seven classes "as though the admission number was 210". In addition, "in respect of full years when the number of children in the year is no more than a few over the admission number the school has been accepting applications from children who have moved into its catchment area from somewhere which is far enough away to require a change of school".

17. It justifies this practice, firstly by arguing that admission numbers are not absolutely binding in respect of casual admissions, and by quoting from a previous adjudication (ADA/001125) that stated in relation to appeals and to casual admissions that while "there is an expectation that (this) admission number would continue to be applied as that year group progresses through the school" it was not a statutory requirement that it should, and that "the question will turn on the balance between the individual child's need for a place and the risk of prejudice to the provision of efficient education or the use of resources".

18. The school's argument is then that since the issue of prejudice can legitimately enter into considerations for in-year applications that "if the school believes that the balance of prejudice favours admission, then an appeal panel would be obliged to uphold an appeal against a refusal of a place by the school". So it is "absurd" to require the school to refuse the place initially. It takes this position in spite of clearly being aware of what the Code has to say at paragraph 1.24 - namely that prejudice can occur in relation to a casual admission when the year group has not reached its admission number, and what the School Admissions Appeal Code has to say about the operation of appeals panels – that they must not assume there is no prejudice in adding a child to an overfull year group because the school has reorganised to accommodate the excess. The school believes that its use of the term "deemed admission number" is "a very good way of explaining what it was doing because, for the years in question, the deemed admission number would be treated exactly as the admission number in any other year".

19. A second strand to the school's reasoning is in relation to the Fair Access Protocol, which has been established by the Council as required by the Code

(paragraph 3.44), and in which all schools are required to participate.

20. The school states its “commitment to full participation in the application of WBC’s FAP”, but goes on to say that its view is that “children who are moved about during their secondary education are disadvantaged and are significantly helped by being admitted to their local school, if that is what they want”. So its practice of admitting any child whose family moves in to the designated area of the school “does not conflict with the FAP, although the school would accept that it could be said to be additional to it, in that it covers children who are not covered at the time, if ever, by the FAP”. Although it accepts that admitting to an overfull year group will cause prejudice, the school has decided to take the view that the need of a child moving into its designated area for a place at the school will always outweigh this prejudice “when the year group does not exceed the admission number or deemed admission number for that year group by ten or more”, this latter phrase forming part of the admission arrangements for 2011/12, which are the subject of the Council’s complaint.

21. In summary, then, the school’s position in relation to the application of admission numbers and associated processes to the making of in-year admissions is

(i) that for year groups in which it has created an additional class, prejudice will not occur below the “deemed admission number”, and that an appeal panel would be bound to allow an appeal. The school has therefore written into its admission arrangements the making of admissions up to this higher number;

(ii) that for any year group, provided the number of children does not already exceed the admission number or the higher number determined by the school by ten or more, any child moving into its designated area and requiring a place will have a need which overrides any prejudice to the provision of efficient education or the use of resources. The making of admissions by the school in such cases has therefore been made part of the school’s arrangements.

22. Finally, the school has stated that St Nicholas Hurst primary school is a member of the local cluster of primary schools, every other member of which is a linked primary school to the Piggott for admission purposes. These schools work together and with the Piggott and the school believes that the inclusion of St Nicholas is therefore objective and consistent, notwithstanding that it is not within its own designated area.

### **Consideration of Factors**

23. The Code and legislation dealing with admissions set out how admission numbers for schools are to be established and then used. There are a number of key requirements that are particularly relevant in the present case:

(i) that admission authorities must set admission numbers with regard to the capacity assessment for the school (Code 1.17);

(ii) that, once an admission number has been set, schools should not admit above the published number unless the school and the 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 other schools (Code 1.18). Although this is not a mandatory provision within the Code, nevertheless a school would have to have good reason for breaching the guidance;

(iii) that the local authority, as the strategic commissioner of school places, has the final decision over whether a school can admit above its published admission number (Code 1.19);

(iv) that if it admits more than a total of 26 children above its admission number in any three year period, an admission authority must determine a higher admission number at the earliest opportunity.

24. Taken together, these provisions make clear that an admission number, even at a school that is its own admission authority, must be meaningful - both in the sense that it cannot be disregarded, and in the sense that it must have been set in relation to the available physical premises and to the pattern of actual admissions. It is also clear that the Code recognises that schools do not operate in isolation and that because decisions to admit above admission number impinge both on the school making the admission and on neighbouring schools, it is the local authority, and not the governors of the school, that has the final decision. The intention that the local authority should have the powers to be able to fulfil its school places commissioning role in relation to voluntary schools can also be seen in its ability to propose the discontinuation of a voluntary school or the enlargement of its premises and an increase in its admission number (the Education and Inspections Act, 2006, s15 and s19).

25. This intention is carried through into those arrangements which build on the framework provided by admission numbers – coordinated schemes for admissions and Fair Access Protocols. In the case of coordinated schemes, (the purpose of which is to simplify the admission process for parents and to ensure that they receive one offer of a school place from the local authority) it is the local authority which must formulate them and which must take reasonable steps to secure their adoption by schools which are their own admission authority, who must ensure that their own arrangements do not undermine the scheme. A local authority must also have a Fair Access Protocol which ensures that unplaced children, especially the most vulnerable, are offered a school place as quickly as possible. Children arriving in the area outside the normal admission round who may have difficulty in securing a school place must be covered, and all schools must participate.

26. Against this background, the school has by its own admission thought it right to take actions in relation to its admission arrangements that are unilateral. The question which I must address is whether these actions are compliant with the legislative requirements and the Code and whether they are reasonable.

27. I will first consider the introduction into the school's admission

arrangements of the term “deemed admission number” and the use made of it in those arrangements. It is unfortunate that, as the school has pointed out, the Council has made the statement “we are, by law, unable to allocate over a school’s admission number” in its coordinated scheme. This is clearly erroneous (see paragraph 23 above) and, even more unfortunately, has led the school to feel able to construct an argument that since the Council has made this statement in error, and admission numbers are not absolutely binding in respect of casual admissions, then what the school is doing is right. This does not follow. Admission numbers are not absolutely binding, whether to do with the normal point of admission or with in-year admissions. The issue in any circumstance in which the admission number might be exceeded is, as we have seen (paragraph 17 above) the balance between need and the creation of prejudice. But it is ultimately the local authority or an admission appeal panel who have to make this decision.

28. The school believes that its own view about the balance in a particular case would be bound to prevail in an appeal hearing. I disagree. Admission appeals panels are independent bodies, which are charged under the Admission Appeals Code (paragraph 3.2) with weighing a number of factors, including examining the detail of school organisation, and with deciding what weight to give the arguments presented, before deciding whether or not there would be prejudice. Although a panel must consider the admission authority’s arguments about prejudice, it would be my expectation that in the light of the explicit warning provided by the Appeals Code (paragraph 3.4) that they must not assume that topping up to an additional form of entry is possible without prejudice, appeals panels should in these circumstances satisfy themselves as to the facts, or risk compromising their independence. The Council has told me that the school has lost every admission appeal since it became its own admission authority, and these comments may therefore prove particularly helpful to the Oxford Diocesan Board of Education, who administer the school’s admission appeals, and who have told me that “where the school has had to provide an additional class to cope with successful appeals, it would appear reasonable to admit up to 210 students following an in-year application”. I was pleased to note that in relation to the balance between need and prejudice for children moving into the school’s designated area or moving to live outside it, the school accepts that “The school’s judgement.....can always be overturned at appeal”. Quite so.

29. Since I cannot accept that an independent appeals panel’s view can be presumed, it is also in my view entirely unacceptable for the school to adopt the notion of a “deemed admission number” within its admission arrangements and to use it as if it were the admission number. The admission number for 2011 must remain the admission number as determined unless it is varied in accordance with the relevant statutory procedures.

30. I will turn now to the second of the Council’s objections – that to do with the admission of children moving into the schools designated area. I have already referred to the position of the Council as the arbiter of whether a school can exceed its admission number, the reasons behind this, and the linkage to coordinated schemes of admission and Fair Access Protocols. The latter are established as specific schemes to ensure that pupils, especially the most vulnerable, who are without a school place are placed quickly,

notwithstanding the normal admission processes and in spite of the primacy of admission numbers in those arrangements. A scheme adopted in Wokingham defines vulnerable children for the purposes of such a protocol and this definition does not include those children who move into the area of a school. It also states that admissions will be made through a panel convened for the purpose and that two places above the school's published admission number in each year group will be available for admission under the Council's different Fair Access Protocols.

31. By contrast, the school has decided that the process used under Fair Access Protocols of admitting children beyond the planned admission number shall, in their case, apply to any child moving into the school's designated area, and to admissions which do not exceed the admission number, or deemed admission number, by more than ten. The children concerned are unlikely to be without a school place, since the Council informs me that when the school made admissions above its admission number during the school year 2009/10, places were available in all cases in adjacent schools. Neither are they "vulnerable" as defined by the Council's protocol. The school has simply decided that this group of children are in its judgement vulnerable and should be given places at the school as described. Children living in the school's designated area are given high priority in the school's admission arrangements and so in-year admissions would carry the same priority for any available places.

32. The school is however not free simply to admit such children if the admission number has already been reached without reference to the Council (see paragraph 23 above) and the process which has been written in to the school's admission arrangements has the effect of taking up all the places that might otherwise be available to those children to whom the Fair Access Protocols of the Council do apply, and would frustrate its participation in them. Although the school's practice has now been codified and written into its arrangements, and in that sense has a predictable effect on the pattern of in-year admissions in the Council's area, the Council cannot be expected to plan to accommodate what it regards as unacceptable and unlawful practice on the part of the school. I therefore agree with the Council that the school's arrangements interfere with and are therefore not consistent with the operation of the Council's coordination of in-year admissions.

33. The school's rationale for including St Nicholas Hurst in its list of linked schools seems to me reasonable and consistent with the requirements of paragraph 2.72 of the Code, and I do not agree with the Council on this point. The Diocese has pointed out that parents of children at St Nicholas may well have expressed a preference for continuing education at a church school, the next priority category in the school's oversubscription criteria, and that other pupils living in the designated area for the school would not be disadvantaged as the criterion for linked schools comes below those for the designated area and for siblings. The practical effect of the change therefore is likely to be that children at St Nicholas are given preference above others seeking denominational education but not living in the area or having siblings already at the school or attending one of the other feeder schools. That does not seem to create an unfair disadvantage to other pupils, given the links between St Nicholas and The Piggott through primary school cluster arrangements.



## **Other Matters**

34. The Code requires admission authorities to consider the overall effect on the school of continually admitting above the admission number, and where they have admitted a total of more than 26 children above their admission number in any three year period to determine a higher admission number at the next opportunity (paragraph 1.19). The school has told me that it has admitted a total of 53 children over its admission number in September 2009 and 2010, having convinced appeals panels of “no prejudice” in each year. It must therefore now take steps to increase its admission number through the consultation on its 2012 admission arrangements which are due to commence in November 2010. This would appear to present the school with a problem: although an admission authority may determine an admission number higher than that indicated by the capacity assessment (Code paragraph 1.17), the school has told me, and presumably appeals panels, that it is able to accommodate year groups of 210 in two years only, and that its specialist accommodation is inadequate to set an admission number of 210. The admission appeals panel that accepted the school’s “no prejudice” argument for above admission number admissions in September 2010 should have been aware that in doing so in two consecutive years they would effectively create a situation of prejudice for future year groups, given the school’s accommodation. It is for precisely that reason that appeals panels must ensure that they make an independent assessment of the relevant factors.

35. However the school chooses to resolve this matter now, it is unlikely to be in a position to argue “no prejudice” to admissions beyond 180 in September 2011, at any appeals by parents against refusal of a place in year 7.

## **Conclusion**

36. For the reasons given in paragraphs 27-29 above, I uphold the Council’s objection to the introduction into the school’s admission arrangements of the notion of a “deemed admission number”, and determine that for admissions in September 2011 the wording of the school’s arrangements shall be amended by the removal of the section headed “Admission Number” in Part 2 “In-year admissions to years seven to eleven” of the arrangements.

37. For the reasons given in paragraph 32 above, I uphold the Council’s objection to the introduction into the school’s arrangements of a process for admitting in-year to full year groups children who move into the school’s designated area, and determine that for admissions in September 2011 the wording of the school’s arrangements shall be amended by the removal of the words “except as provided for in the following paragraph” from the fourth paragraph and of the whole of the fifth paragraph of the section headed “Process” in Part 2 “In-year admissions to years seven to eleven” of the arrangements.

38. These changes will effectively return the wording of the arrangements to that which applied to admissions in September 2010, but leaving in place a statement clarifying the limited circumstances in which an admission above the admission number would be made, including a commitment to applications covered by the Council’s Fair Access protocols.

39. For the reason given in paragraph 33 above, I do not uphold the Council's objection to the inclusion of an additional primary school in the school's list of linked schools.

**Determination**

40. In accordance with section 88H(4) of the School Standards and Framework Act 1998, I partially uphold the objection lodged by Wokingham Borough Council.

41. I determine that for September 2011 admissions, the arrangements for The Piggott School should be as described in paragraphs 36-38 of this determination.

Dated: 3 September 2010

Signed:

Schools Adjudicator: Dr Bryan Slater