



The Admission Authority

Saint Sebastian's Church of England (aided) Primary School Governing Body.

As we are an aided school, the governing body of the school, not Wokingham Borough Council, is responsible for deciding on admissions to the school. However, under co-ordinated admissions arrangements, applications to the school must be made to the home LA (i.e. the Local Authority you pay your Council Tax to). Full details of the LA's co-ordinated admission arrangements are published in the Children's Services' Parents' Guide to Primary School Admissions by the relevant authority. This explains how parents can express a preference for a school and give reasons for that preference. St. Sebastian's School operates an equal preference scheme for admissions.

Consultation on admission arrangements

We will consult annually on our admission arrangements. Consultation will be completed by 1st March 2011. This is the school year beginning one year before the school year in which pupils will be admitted. (i.e. Spring 2011 for admission during the school year 2012-2013). We will consult with the Oxford Diocese, all local admission authorities, including LA's and Governing Bodies of other aided schools, and relevant parents and other groups with an interest in the local area. Determination will be made by 15th April 2011. The LA will then publish the determined policy under the admissions section of the Council website. Parents have the right to refer an objection to the Schools Adjudicator if they consider that admission arrangements do not comply with the law or the mandatory requirements of the School Admissions Code within six weeks of publishing the public notice.

Application, Admission Decisions and Offer Dates:

These dates are applicable to Wokingham Borough Council residents – other local authority dates may vary.

| | |
|--|-------------------------------|
| Applications for entry in the school year September 2012- August 2013 to be received by the LA by: | 16 th January 2012 |
| Decisions on which children are to be offered a place will be made available to the LA by: | 23 rd March 2012 |
| Coordination between local authorities | 30 th March 2012 |
| Offer letters will be sent out by the LA by: | 20 th April 2012 |
| Acceptances received by | 4 th May 2012 |

Applications received after date to be advised by WBC but before the first day of the school year will be considered as late, and will be subject to the following constraints. These applications will only be considered after all those received by 16th January 2012. This means if no places are left after considering all the applications received by 16th January 2012, even if you fulfil a higher criterion than that under which places have been offered to other applicants, you will be unsuccessful.



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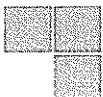
Published admissions information

All applications, where a parent expresses a preference for the school will be considered equally. Prior to making an application, parents may visit the school to look around and have an informal discussion with the Headteacher, but this will not be used to determine the allocation of places. If parents then wish to apply for a place, a home authority (i.e. the authority who you pay Council Tax to) common application form is to be completed and returned to the home LA. The school's, and not the home LA's admissions criteria will be used to determine places. If you are applying under criteria numbers 2, 3, 5, or 8, the school's own supplementary information form (available from the school's Website) will also need to be completed and returned to the school by 16th January 2012 for entry in the year September 2012 – August 2013. Parents may also make their application online. The same process will apply to application for entry into other school years. Casual / in-year admissions will be considered by the school as they arise and may be made at any time.

The Admission number is 24 for each year group. The Admissions Forum for Wokingham Local Authority Schools has agreed arrangements to secure the timely placement of all pupils in schools. Currently there are protocols agreed that deal with children in public care ('Relevant Looked After Children'), managed transfers and reintegration of pupils in primary schools and the placement of vulnerable pupils and for In-Year admissions (including children moving into the area). These protocols have been adopted into the admission arrangements agreed by the governors for St. Sebastian's School. The school will be participating with the LA In-Year Fair Access Protocols. All applications should be made in accordance with Wokingham LA's co-ordinated admissions policy. The criteria below will be used to determine order of entry as places become available in the event of oversubscription. However, children who are the subject of a direction by the LA to admit or who are allocated to the school in accordance with the In-Year Fair Access Protocol will take preference over those on the waiting list.

Children are admitted in the September of the school year in which they reach the age of five. The school does not accept applications for earlier entry. However, parents may:

- Request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year. Where entry is deferred, we will hold the place for that child and not offer it to another child. Parents, however, will not be able to defer entry beyond the beginning of term after the child's fifth birthday, nor beyond the academic year for which the original application was accepted. If deferral would take admission of the child to the following academic year, a fresh application would need to be made in 2013 for a year 1 place in September 2013



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- Request that their child attends part-time until the child reaches compulsory school age.

The Governing Body of the school decides the criteria used to admit children. Saint Sebastian's is a Church of England voluntary aided school and, therefore, our criteria may be different from those of an LA community school.

Criteria and Arrangements for Admission to the School

The Governors' admissions committee meets as necessary, to formulate policy and allocate places and in the event of there being a greater demand for admission than there are places available, the following criteria will apply in order of priority. Children with Statements of Educational Need naming the school will always be admitted. Subsequently, all applications will be considered equally against these criteria irrespective of ability.

1. Relevant Looked After Children (as defined by the regulations – means “a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989 at the time an application is made, and who the local authority has confirmed will still be looked after at the time when admitted to the school.”)
2. Children whose parent/s¹ worship regularly² at St Sebastian's Church and who already have a sibling³ in school at the time of admission. Verification from the incumbent is required in the form of a signature on the supplementary form.
3. Children whose parent/s¹ worship regularly² at St Sebastian's Church. Verification of regular worship is required in the form of the incumbent's signature on the supplementary form.
4. Siblings³ of pupils attending the school at the time of admission.
5. Children of families whose permanent home address⁴ is in the Ecclesiastical Parish of St. Sebastian's (map attached to this policy document) and whose parent/s¹ worship regularly² at a Christian Church which is Trinitarian in doctrine. Verification of regular worship from the minister at the relevant Church is required in the form of his/her signature on the supplementary form. The school may subsequently contact the Minister by telephone.
6. Children who live in the Ecclesiastical Parish of St. Sebastian's. (Map attached to this policy document).
7. Children requesting a place on medical grounds, 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 evidence from the appropriate registered health

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professional involved with the family and clearly state why the school is the most suitable one for the child's needs and the difficulties that may be caused by having to attend another school. This criterion will comply with paragraph 2.16g of the School Admissions Code 2010.⁵

8. Children whose families worship regularly² at other Christian Churches, which are Trinitarian in doctrine. Verification of regular worship from the minister at the relevant Church is required in the form of his/her signature on the supplementary form. The school may subsequently contact the Minister by telephone.

9. Any other child.

Footnotes:

¹ A parent is any person who has parental responsibility for, or is, the legal guardian of the child. Where admissions arrangements refer to "parents attendance at church" it is sufficient for just one parent to attend. ² - attending a regular church service at least once a month over the past year.

³ - 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.

⁴ - permanent home address denotes the address where a child lives with a parent for the majority of each school week. For this purpose the school week begins at 6pm on Sunday evening and ends at 6pm on Friday evening including night times. Governors reserve the right to investigate for evidence of a child's address. Please contact the school if further information is required.

⁵ - when submitting applications under criteria 7 (serious medical, physical or psychological grounds for admission), the supporting evidence should indicate clearly why the pupil concerned should attend St. Sebastian's School. The Admissions Committee will need to be satisfied that St. Sebastian's School is the only school that can meet a particular child's needs. Further information may be required and you will be requested to provide this information by the 16th January 2012. Failure to provide information by this deadline will mean that the application will not meet this criterion.

N.B.

Priority will be given within any of the above over-subscription criteria to the pupil whose permanent home address is nearest to the school. Distances will be measured by the LA, using the GIS computerised mapping system to measure straight line distance between the Land Gazeteer Points for the home and school.





Where the application of oversubscription criteria results in splitting siblings with either the same birth dates or born in the same academic year, places will be offered even if this will result in the school going above the admission number except where infant class size regulations would be breached. A waiting list will be held by the school and the same criteria will apply as for admission to school normally.

If an application is received for a child to be admitted outside their normal age group (e.g. gifted and talented, those with additional needs or those who may have missed a significant amount of schooling due to ill health), we will judge each such application individually based on the circumstances of each case. Additional evidence may be requested. (SAC 2.70)

Once decisions have been made, the school will not reconsider applications unless there is genuine reason for doing so, for example, if the family has moved address.

Under co-ordinated admissions arrangements, parents must accept the offer of a place within 21 days of the letter offering the place.

Appeals

Parents of children who have been refused a place have the right of appeal against the decision of the Governing Body. Letters of appeal should be addressed to the Chairman of Governors, c/o the school and should be received within twenty-one days of the date of the letter of refusal. An Independent Appeal Panel will be convened to hear the appeal. You will be fully informed of the arrangements. You and the Governors will have a chance to send in any papers you wish and to speak at the hearing. The Appeal Panel's decision as to whether or not your child can come to St Sebastian's School is binding. Please refer to the school office for a copy of the Appeals procedure. It should be noted that in the event of an unsuccessful appeal, it is the Governing Body's policy not to reconsider applications within the same academic year. However, parents have the right to a second application within the same academic year if there is a major change in circumstances e.g. change of address.

Admissions without discrimination

The school's equal opportunity policy will operate in all cases of admissions to the school. There is no charge or cost related to the admission of a child to the school.

Review:

This policy is subject to review on a yearly cycle by the Governing Body.





Next Review Date: Autumn 2011

For further information please contact the School:

Colin Rouse (Headteacher)
St Sebastian's C of E (Aided) School
Nine Mile Ride
Wokingham
Berkshire
RG40 3AT

Telephone: 01344 772427



Saint Sebastian's Church of England (aided) Primary School



**St Sebastian's Church of England (aided)
Primary School**

Governors' Supplementary Information Form
for Admission to St Sebastian's School
2012-13

Child's Surname.....

Forenames.....

Address.....

.....**Post Code**.....

Date of birth.....

Name of parent/guardian.....

Please read the school's admission arrangements carefully. All applicants applying on denominational grounds (under criteria 2, 3, 5 and 8) need to complete this supplementary form, and then return it **directly to the school**, who will acknowledge receipt. You will need to have the form countersigned by your priest or minister to confirm the information you have given.

Please note that the common application form should be returned separately to Wokingham Local Authority

In what year do you wish your child/ren to start school?.....

Which criterion are you applying under?

.....

Which church do you attend?

Have you been attending weekday or Sunday services at this church at least once a month, over the past year? (please circle)

Yes

No



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I certify that the information given in answer to the questions above is complete and correct.

Signed.....Date.....
[Parent or Guardian]

To be completed by the Parish Priest or Minister

I verify/do not verify that, to the best of my knowledge, the answers given by the parent/guardian are correct.

Signed.....

Name (please print).....

Position*.....

Address.....

.....

Telephone number.....

Date.....

* For example, Vicar, Rector, Minister, etc.

On occasion we may need to contact your parish priest or minister directly, in order to clarify the information given on this form.

Please return this form directly to St. Sebastian's School

For St. Sebastian's School office purposes only:

Agreed by:

Chair of Admissions
Headteacher
Governor



Saint Sebastian's Church of England (aided) Primary School



Appendix

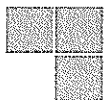
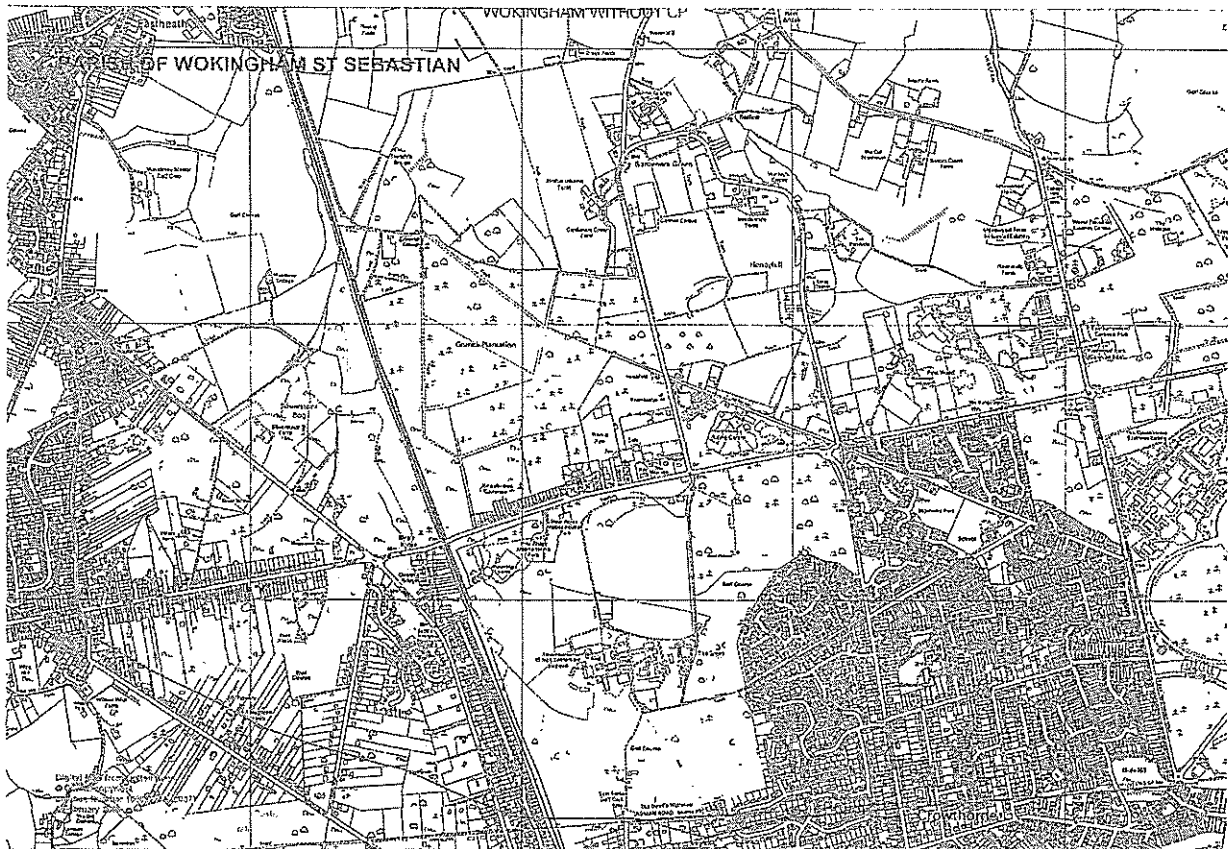
The table below gives a breakdown of number of applications against the criteria at the time of allocation. St Sebastian's School operates under the equal preference system when allocating places. The number of pupils against criteria at the time of acceptance may indicate that pupils in the lower criteria would be successful in their application. The School may be contacted for further information regarding the process.

| Applications for the Year 2010/2011 | |
|--|-----------------------------|
| Criteria number* | Number of applicants |
| 1 | 0 |
| 2 | 6 |
| 3 | 3 |
| 4 | 9 |
| 5 | 0 |
| 6 | 16 |
| 7 | 0 |
| 8 | 7 |
| 9 | 8 |
| Late applicants | 2 |
| Total Applicants | 51 |

The list of criteria relevant to the table above can be found in the Admission policy for 2011/2012 .

The data in the table will be updated in April 2011 when the new figures are known.





Saint Sebastian's Church of England (aided) Primary School

ST TERESA'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2012/2013

St Teresa's School welcomes and respects each pupil as a child of God, recognises individual capabilities, nurtures potential and celebrates success.

Admission to the school is the responsibility of the Governing Body and not the Local Authority (LA). The school is a partner in the co-ordinated admission arrangements for primary admissions in Wokingham LA and follows their admission timetable.

This policy has been prepared by the Governing Body following consultation with the Diocese of Portsmouth, the relevant Admissions Authorities. Parents are asked to ensure that they read and fully understand the conditions of admission to the school. They are asked to pay particular attention to the over-subscription criteria and to the evidence required with the application.

At St Teresa's we follow the statutory requirement to offer all children a full-time school place from the September following their 4th birthday.

Parents may request that their child attends part-time until the child reaches compulsory school age.

Parents may defer their child's admission to the school until later in the school year or until the child reaches compulsory school age in that school year.

Where parents choose to defer their child's admission, or take up the place part-time but later wish to increase it to full-time before their child has reached statutory school age, this must be discussed with the Headteacher to agree the effective date. A half-term's notice is required, running from the end of a full-term or half-term holiday.

Where parents do not wish to take up the allocated place until the next school year, the place will not be held. A fresh application would have to be made and there would be no guarantee that a place would be available at the school.

From time to time Governors receive requests for children to start school before their due school admission date. Parents should note that such applications will only be considered under very exceptional circumstances, for example family bereavement. The needs of working parents and associated childcare arrangements are not considered exceptional. Enquiries regarding admissions can be made to the Headteacher or LA.

Applications for entry to St Teresa's Catholic Primary School in the academic year September 2012 - August 2013 must be included on the LA Common Application Form and must be submitted to the LA to whom the parents pay their council tax; in the case of Wokingham LA the closing date is 16 January 2012. This can be completed online.

Please note that other Local Authorities may have different closing dates.

In addition to the Common Application Form parents/carers are asked to complete a separate Supplementary Information Form (available from the school or the LA). The additional information on this form assists governors in placing applications in the correct over-subscription category. All completed forms should be returned to the LA.

Decisions on which children are to be offered a place will be made by the Governors' Admissions Committee of the school during February 2012 and the LA will be notified by the 23

March 2012. Offers of places will be made by the LA on behalf of the Governing Body on the 20 April 2012. Parents who apply online will also be able to view the results of their application on 20 April 2012.

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 an application fulfils a higher criterion than that under which places have been offered to other applicants, it will be unsuccessful.

The number of children to be admitted in 2012/2013 is intended to be 35. The admission -- number is compatible with the duty to comply with Infant class size legislation. The teaching group size at Key Stage 1 will not exceed 30.

The Governing Body will consider all applications equally, irrespective of ability or need and without reference to the positioning in the ranked list on the application form. In the event of more than 45 applications being received, places will be allocated strictly in the following order of priority:

1. Catholic '*Looked After Children*' in the care of a Local Authority.
2. Baptised and practising* Catholic children with a baptised Catholic sibling already in attendance at St Teresa's at the time of entry to the school. (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.)
3. Baptised and practising* Catholic children resident in the parishes of Corpus Christi, Wokingham, Holy Ghost, Crowthorne and the Arborfield Garrison Church.
4. Baptised and practising* Catholic children resident in other parishes.
5. Baptised Catholic children.
6. Non Catholic '*Looked After Children*' in the care of a Local Authority
7. Unbaptised children of baptised Catholic parents (proof of baptism of parent will be required).
8. Other pupils with a sibling in attendance at the school at the time of entry.
9. Children of parents who are practising* members of other Christian churches (churches who are members of "Churches Together In England")
10. Children of parents who are practising* members of other faiths
11. Other children

***Practising is defined as 'significant involvement with the church on a frequent basis, i.e at least twice a month in the twelve months prior to the published closing date for admissions, or the date of application in the case of an in-year application'.**

Tie Breaker

Should there be more applicants than places in any of the above categories, priority will be given to children living closest to the school. Distances will be measured by the LA, using a GIS 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 school, with those living closest to the school receiving the higher priority.

In the case of a multiple births' application falling at the cut-off point, if only one sibling is not offered a place within the standard admission number, then they will be admitted as an exceptional circumstance. If more than one sibling from that multiple birth is not offered a place within the normal process, the parent/carer will make the decision as to which child or children are admitted to the available place(s).

Children with a Statement of Special Educational Need

A pupil with a statement of special educational need, naming the school, will be admitted to the school.

EVIDENCE REQUIRED WITH APPLICATION

| | |
|------------------|--|
| All categories | Proof of residence in the form of a current utility bill |
| Categories 2 - 4 | Declaration on the Supplementary Information Form from your Parish Priest or the Priest at the Church you attend, indicating that you have significant involvement with the church on a frequent basis (i.e. at least twice a month in the twelve months prior to the published closing date for admissions; or the date of application in the case of an in-year application) |
| Categories 2 – 5 | Child's baptismal certificate |
| Category 7 | Parent's baptismal certificate |

Applications made on the LA's Common Application Form, without submission of a Supplementary Information Form and/or relevant supporting evidence described above, will still be considered by the Governors' Admissions Committee, but under category 11 of the over-subscription criteria. For those children who are not offered a place, a waiting list is maintained by the LA until 31 December 2012; 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 a waiting list.

Parents may register their interest in the school for their child from the age of 2 years. They are welcome to visit the school during this period by prior arrangement. However, by registering their interest, this does not guarantee a child a place within the school.

The Admissions Forum for Wokingham LA Schools has agreed arrangements to secure the timely placement of all pupils in schools. All admissions, including St Teresa's, have agreed a protocol for in-year admissions (including children moving into the area). Please refer to the LA's booklet. In-year applications for places at St Teresa's are considered using the same criteria. Applications for a school place outside a child's normal age group are considered on an individual basis.

Appeals

Parents have the right of appeal if an application is rejected. Unless exceptional circumstances apply, only one appeal will be held. Details of the procedure and the appropriate form can be obtained from: The Clerk to the Appeals Panel, Democratic Services Team, Wokingham Borough Council, Shute End, Wokingham RG40 1WQ (Tel: 0118 974 6059).

PUBLIC CONSULTATION DRAFT

THE PIGGOTT CHURCH OF ENGLAND SCHOOL ADMISSIONS ARRANGEMENTS FOR ACADEMIC YEAR 2012/13

This document sets out the admission arrangements that the governors of the school are considering applying for admissions during the year 2012/13. They invite any interested party to comment on the proposals. All comments received will be considered when the arrangements are finalised.

The proposed arrangements differ materially from those applicable to admissions in 2011/12 only in one respect: the criteria used for allocating places in the event of oversubscription have been reduced by one. If these proposals are adopted, the school will no longer give any priority to children who live in the catchment area of a single-sex school but who wish to attend a mixed-sex school.

This consultation closes on 11th February 2011. Comments should be sent, to arrive no later than that date, to:

| | | |
|------------------------------|-----------|-------------------------------------|
| The Admissions Administrator | Email | admissions@piggott.wokingham.gov.uk |
| The Piggott School | Telephone | (0118) 9402357 |
| Twyford Road | Fax | 0871 2264213 |
| Wargrave | | |
| Reading RG10 8DS | | |

FIRST DRAFT

THE PIGGOTT CHURCH OF ENGLAND SCHOOL ADMISSIONS ARRANGEMENTS FOR ACADEMIC YEAR 2012/13

PREAMBLE

The governors have determined these admission arrangements in accordance with the applicable legislation and the School Admissions Code which came into force in February 2010 and after consultation with the authorities of the Oxford Diocese and the relevant local admissions authorities. They conform to the needs of the Wokingham Borough Council's coordinated admissions arrangements.

Children are normally admitted to school in Years 7 and 12. Children will be admitted to other years when spaces are available. They will usually only be admitted to the year group normal for their age: i.e. to year 7 if they had their eleventh birthday in the previous academic year, to year 8 if they had their twelfth birthday in the previous academic year and so on. For exceptions to this see Part 4 below.

PART 1 – INITIAL ADMISSIONS TO YEAR SEVEN

ADMISSION NUMBER

The governors have determined an admission number for this cohort of 180.

MAKING AN APPLICATION

Applications to state maintained schools must be in accordance with a coordinated scheme determined by the local authority ("LA") within which the applicant resides. It is to that LA that applications for a place at The Piggott should be sent and that LA will advise the applicant of the result of their application. These schemes include procedures for the LA to pass on the application to the admission authorities for the schools concerned when it is not itself that authority. The governing body of the school is the admission authority for The Piggott School and will receive and consider any applications made for a place at the school. The outcome of that consideration will be communicated to the applicant by, and in accordance with the procedures of, the relevant LA.

Parents wishing to apply for a place at The Piggott School from the start of the academic year should obtain from their LA a copy of its common application form and return it completed to the LA in accordance with the timescale published by the LA. This will be set out in prospectus or guide published by the LA and available from it. Copies of these documents are available on the authorities' web sites and application forms can be completed and submitted on line. Wokingham Borough Council (WBC) sends copies of its guide and application form to the parents of all pupils in year six who attend a primary or junior school in the borough early in the autumn term.

If the application is made on denominational grounds (see below), the governors will also require completion of their denominational certificate, which is available from the school or Wokingham Borough Council. This certificate can be returned with the application form or direct to the school.

LATE APPLICATIONS

If an application is received after the deadline, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply. Exceptional circumstances will apply when the application is received before the date parents are notified of places and there is a valid reason that the application could not have been made by the due date, e.g. because of hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

CRITERIA FOR ADMISSION

The governors will admit all applicants if it is possible to do so without exceeding the admission number determined for the year (see above). Should there be more applicants than this, places will be allocated to pupils who fall into the following criteria in order of priority until the number of places allocated is equal to the admission number: that is, places will be offered first to those who are in criterion A, then, to the extent that places remain available, to those in criterion B and so on. Within each criterion applicants will be ordered according to the distance they live from the school measured as a straight line between the Land Gazetteer address points for the home address and the school, using WBC's computerized mapping system.

The governors are required to admit all pupils with statements of special educational needs that name The Piggott in the statement. To the extent that the governors are aware of any such pupils to be admitted to Year 7 in 2011/12 at the time of allocating places to other applicants, the number of places allocated to others will be reduced so that the total number of admissions will not exceed the determined admission number.

The criteria referred to above are:

- A Relevant looked after children; a relevant child is defined by regulation and means "a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when admitted to the school";
- B Pupils whose permanent home address is in the school's designated area and who have a sibling living at the same address who already attends the school and who will be attending the school when the applicant would be admitted; if the only relevant sibling is, or all relevant siblings are, in Year 11, then it must be the intention that the relevant sibling or one of the relevant siblings shall continue to study at the school in year 12 (for the definition of sibling see below);
- C Pupils whose permanent home address is in the school's designated area but who do not fall into criterion B;
- D Pupils whose permanent home address is not in the school's designated area but who would otherwise fall into criterion B;

- E Pupils who attend one of the linked primary schools, namely The Colleton, Crazies Hill CE, Knowl Hill CE, St Nicholas CE and Sonning CE (Aided) primary schools and Polehampton CE and Robert Piggott CE junior schools;
- F Pupils whose parents have chosen the school on denominational grounds; an application will only be considered under this criterion if it is accompanied by a fully completed copy of the school's denominational certificate; for a pupil to meet this criterion at least one parent must have frequently attended for worship at a church within the Christian faith that is a member of the Churches Together in Britain over at least the past year (frequent in this context means at least twice a month for at least eight months a year); and
- G All other pupils.

The designated areas referred to above are those defined by WBC and held electronically by it. They may be viewed on its website. The definition of sibling is given below.

If applications are being considered simultaneously for places for two or more siblings who share a home address then they will be ranked together in the highest class in which any one of them on their own would be placed. If one or more of the siblings would be offered a place in accordance with the above procedures, then the other sibling or siblings will be offered a place or places as well even if to do so would mean exceeding the determined admission number. After the initial allocation of places this will not apply and such siblings will be treated individually ordered by lot, if aged the same.

If the distances between the home address and school, as defined above, of two or more unconnected applications which fall in the same criterion are identical, then they will be placed in order by the drawing of lots.

Applications are processed on the basis of the pupil's single permanent home address as defined and determined by the LA. Evidence to support the validity of the claimed home address will be required by the LA (refer to the LA's published guide).

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 school within two weeks from the date of the offer letter. If a form is not received, there will be one further written warning and failure to respond may result in the place being withdrawn.

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

APPEALS

Unsuccessful applicants will be advised of their right to appeal at the time they are notified of the result of their application. Those who wish to appeal are requested to do so within three weeks of being notified that their application has been unsuccessful. They should obtain a copy of the school's "Notice of Appeal", available on the school's web site or from the Admissions Administrator of the school (see below) and return it completed to the Admissions Administrator. Appeals will be heard by an independent panel appointed by the Education Department of the Oxford Diocese, who administer the appeal process on the school's behalf.

Only one appeal from an applicant will be heard in any one academic year, unless there has been a significant change in circumstances.

WAITING LIST

The school will maintain a waiting list for unsuccessful applicants. Pupils on the list will be placed in order according to the criteria used in considering the original applications. Places, if they become available, will be offered to pupils from this list in strict order. Parents who are unsuccessful will be asked if they wish their pupil to be placed on the waiting list for their year and will be advised, on request, where the pupil stands in the list. It should be remembered that a pupil's position on the list may rise and fall as others are added or removed from the list. This list will be maintained until the end of the first term. Parents are requested to notify the Admissions Administrator if at any time they no longer wish their pupil to be considered for a place at the school.

PART 2 – IN-YEAR ADMISSIONS TO YEARS SEVEN TO ELEVEN

INTRODUCTION

All applications for admission to the school outside the normal admissions round, other than applications for the Sixth Form, will be treated as in-year applications. As with the initial applications for admission to Year 7 such applications must be made and handled in accordance with the LA's coordinated admissions arrangements.

PROCESS

Parents wishing to apply for a place at the school should obtain from their LA a copy of their common application form. This should be completed and returned to the LA in accordance with its instructions. The LA will pass the application to the school and notify the parent of the outcome of the application.

If there are pupils on a waiting list for the year into which the applicant is seeking admission, then the pupil will be placed on that waiting list in a position determined by application of the criteria used in determining initial admissions to Year 7. Pupils will be admitted from the waiting list in order as space becomes available.

If there is no pupil on the waiting list for the year into which the applicant is seeking admission, then the governors will determine whether a place can be offered to the applicant. If at the time of this determination the school has applications from more than one pupil for admission to the same year group, all the applications will be ordered according to the criteria used in determining initial admissions to Year 7 and will be considered in that order.

In reaching a decision on an application for admission to a full year group, the governors will normally refuse a place unless they are statutorily obliged to admit the applicant or the application is covered by WBC's Fair Access Protocols.

Unsuccessful applicants will be placed on the waiting list if they confirm that they wish to be.

APPEALS

Anyone whose application is unsuccessful may appeal. The process is as described above for Initial Admissions to Year 7.

PART 3 – ADMISSION TO THE SIXTH FORM

There is no specified academic achievement required for admission to the Sixth Form but students will be required to reach specified academic results for admission to each course; these may vary from course to course; they will be published ahead of the date for submission of applications.

ADMISSION NUMBER

The school has set an admission number of 15 external candidates for the Sixth Form. All pupils attending the school at the end of Year 11 will be offered places in the Sixth Form. Applications from those not attending the school will also be accepted and they will be offered places when spaces are available in the school. All those offered places in the school will be offered places on the courses they wish to follow subject to their meeting the specified academic requirements for those courses and there being places available. When students are offered a place at the school but a course they wish to pursue is full, they will be offered an alternative course.

MAKING AN APPLICATION

Those wishing to apply for a place in the school's Sixth Form starting in Year 12 in September 2011 should complete the school's Sixth Form Application form, obtainable on the school's web site or from the Admissions Administrator. This form must be completed and returned by 2nd December 2011. Pupils in Year 11 already attending the school will be given a copy of the form shortly before it must be returned.

Meetings may be arranged with students and their parents do discuss the options open to them and to help the student decide on the suitability of particular courses. Such meetings play no part in the allocation of places, which are determined solely by the application of the criteria below.

LATE APPLICATIONS

If an application is received after the deadline, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply. Exceptional circumstances will apply when the application is received before the date parents are notified of places and there is a valid reason that the application could not have been made by the due date, e.g. because of hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

CRITERIA FOR ADMISSION

The governors will admit all applicants for whom there are places available on courses they wish to pursue if it is possible to do so without exceeding the original admission number applicable to that year group when admissions to Year 7 were done (i.e.180). The governors will, in any case, admit all applicants who are already at the school and 15 external applicants, if there are sufficient applications.

Should there be more applicants than this, places will be allocated to pupils who fall into the following criteria in order of priority until the number of places allocated is equal to the admission number: that is, places will be offered first to those who are in criterion A, then, to the extent that places remain available, to those in criterion B and so on. Within each criterion applicants will be ordered according to the distance they live from the school measured as a straight line between the Land Gazetteer address points for the home address and the school, using the WBC's computerized mapping system.

The governors are required to admit all students with statements of special educational needs that name The Piggott in the statement; these students will be admitted first.

The criteria referred to above are:

- A Relevant looked after children; a relevant child is defined by regulation and means "a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when admitted to the school";
- B All other applicants.

All students who are offered places at the school will be offered places on the courses they wish to follow, subject to their achieving the specified academic results, as quoted in the 6th form brochure, and there being sufficient spaces. If there are insufficient spaces on any course for all those students who have expressed an interest and who have the appropriate qualifications, then places will be allocated first to statemented children and then to others applying the criteria below. Applicants who are unsuccessful at obtaining places on a particular course will be offered a place on an alternative course.

The criteria to be used for deciding places on oversubscribed courses are:

- A Pupils already attending the school at the time of application;
- B Relevant looked after children; a relevant child is defined by regulation and means "a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when admitted to the school";
- C All other applicants.

These criteria will be applied in precisely the same manner as the criteria for admission are applied.

Offers of places to external students will be subject to the school confirming date of birth or right of abode by examination of the birth certificate and/or student's passport, as appropriate.

Parents will be asked to declare that the address used in the application will be their place of residence beyond the date of the student starting at the school; the offer of a place may be withdrawn if false or misleading information is given. Supporting evidence of this declaration may be required in the case of there being more applications than can be accepted.

ACCEPTING OR DECLINING THE OFFER OF A PLACE

Places are offered on the understanding that there is a commitment to meet the academic requirements of the course.

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 school within three weeks from the date of the offer letter. If a form is not received, there will be one further written warning and failure to respond may result in the place being withdrawn.

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

APPEALS

Anyone whose application is unsuccessful may appeal. The process is as described above for Initial Admissions to Year 7.

PART 4 – INFORMATION

OUT-OF-AGE ADMISSIONS

Children are usually admitted to the school in the year group normal for their age (e.g. a child who becomes 11 years old in one academic year would be admitted to year 7 in the following academic year). Admission to any other year group is considered an out-of-age admission and will only be agreed to as set out here. Exceptionally, pupils who are above the age of 11 but are attending Year 6 of a primary or junior school will be treated as in age, not as out-of-age, in respect of applications to year 7.

For admission to Year 7 a pupil will usually be expected to have had their eleventh birthday before the start of the academic year in which they are admitted. Pupils younger than that will not be considered for admission unless there are sound educational grounds for earlier admission that are endorsed by the LA and they have been working ahead of their year group for a few years.

In all other cases out-of-age-group admissions will only be agreed where there is consensus that it is in the best interests of the child; the circumstances of each case will be considered individually. Such a consensus would be reached between the parents, schools concerned (the current school and The Piggott) and any relevant professionals asked for their opinion on the case by The Piggott.

SIBLINGS

When used in this document or the associated application forms, sibling refers to 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 pupil for whom the school place is sought is living in the same family unit at the same address as that sibling.

PARENT

When used in this document or the associated application forms, parent means any person who has parental responsibility for or is the legal guardian of the pupil.

A child who is above statutory school age may apply for a place in their own right. Children not above statutory school age may apply in their own right for entry to the Sixth Form (i.e children working ahead of normal year). When a child with the right to do so applies in their own right, as necessary references to parent should be read as references to the child.

LA

Throughout this document references to LA refer to the local authority within which the applicant resides. Applications are made to that authority and it is that authority which will notify applicants of the outcome of their application.

DRAWING OF LOTS

When it is necessary, in accordance with this document, for the allocation of a place to be determined by the drawing of lots, the draw will be carried out by WBC in the manner prescribed for the drawing of lots to determine the allocation of places at the schools for which it is the admission authority.

CONTACTS

School documents and copies of school forms are available on the school's web site www.piggott.wokingham.sch.uk. They can also be obtained from the Admissions Administrator, whose contact details are given below. Any queries concerning admission to the school should be addressed to the administrator as well.

| | | |
|------------------------------|-----------|--|
| The Admissions Administrator | Email | admissions@piggott.wokingham.gov.uk |
| The Piggott School | Telephone | (0118) 9402357 |
| Twyford Road | Fax | 0871 2264213 |
| Wargrave | | |
| Reading RG10 8DS | | |

Copies of Wokingham Borough Council documents and forms are available on its web site www.wokingham.gov.uk/admissions. They can also be obtained from the School Admissions Team, whose contact details are given below. Any queries about Wokingham's admission arrangements should be addressed to the team.

| | | |
|---------------------------|-----------|--|
| School Admissions Team | Email | schooladmissions@wokingham.gov.uk |
| Pupils' Services | Telephone | (0118) 9746143 |
| Wokingham Borough Council | Fax | (0118) 9746135 |
| P O Box 156 | | |
| Shute End | | |
| Wokingham | | |
| Berkshire RG40 1WN | | |