

**Proposed School
Admission
Arrangements**



**WOKINGHAM
BOROUGH COUNCIL**

Children's Services

**Proposed Co-ordinated Schemes for Admission
to Primary and Secondary Schools**

**Incorporating Wokingham Borough Council's
Admission Policies for community and
voluntary controlled schools**

For entry to schools in

2013/2014

CONTENTS

	Page
Section A: Introduction (including scheme timetable)	3
Section B: Scheme for Primary Schools	6
Section C: Scheme for Secondary Schools	17
Section D: Relevant Area	25
Supplementary Denominational form	Annexe 2
Model policy for Sixth Form Admissions	Annexe 3

A) PROPOSED CO-ORDINATED ARRANGEMENTS FOR SCHOOL ADMISSIONS FOR ENTRY FROM SEPTEMBER 2013 TO AUGUST 2014

INTRODUCTION

1 Purpose of the Co-ordinated Schemes

All local authorities are required by law to draw up schemes for co-ordinating admission arrangements in the normal admission rounds for all maintained primary and secondary schools (but not special schools) in their area.

The purpose of a co-ordinated scheme is to ensure that every parent of a child who applies for a school place does so through their home authority and has an opportunity to state their preferred school(s). Parents will receive a single offer of a school place and parents will receive this offer on the day specified in their home authority's scheme. The aim is also to ensure that parents are treated fairly and consistently regardless of the status of the school for which they make an application. Information will be exchanged with other authorities if an application is received from an applicant living in that authority or where parents living in the Wokingham Borough express a preference for schools in another authority. So far as possible, this will enable parents to be given a single offer of a school place even where their preferred schools are located in more than one local authority area.

When drawing up admissions arrangements, the Council and other admissions authorities must ensure that their admissions criteria are clear, fair and objective, for the benefit of all children, including those with special educational needs, disabilities or in public care.

2 Timetable for Consultation and Decision

The co-ordinated schemes were formulated by the local authority, in consultation with other admission authorities and the Schools Admissions Forum. Statutory consultation must last for at least eight weeks and be completed by March 1 2012. The local authority must have formulated and adopted a co-ordinated scheme for state funded schools in their area by January 1, 2012. The final schemes will then be approved by the Council's Executive taking account of the views expressed in the consultation, and notified to the Secretary of State by the statutory deadline of April 15, 2012.

The table below summarises this process.

November 23, 2011	Prior consideration by the Admissions Forum of proposed changes to the Co-ordinated Scheme.
December 2011 to February 2012	Consultation with schools and other admission authorities on proposed changes in the relevant area. The Council, and the Governing Bodies of Academy, Aided and Foundation Schools, to consult on their admission arrangements for September 2013 where changes are proposed. (Statutory public consultation)
February 2012	Further consideration, by the Admissions Forum or alternative body if in place, of the proposed changes and outcome of the consultation
March 1, 2012	Statutory date by which consultation must be completed
March 29, 2012	Admissions policy to be considered and determined by Council's Executive
April 15, 2012	Statutory deadline for co-ordinated schemes to be determined and notified to the Secretary of State and

3 Admission Numbers

Children's Services carries out a Net Capacity Assessment of all maintained schools in Wokingham Borough to determine the Indicated Admission Number for individual schools. Admission authorities must have regard to this number when identifying published intakes within their admission arrangements. Wokingham Borough publishes the admission number (either the **Indicated Admission Number** or, where a different intake is agreed in consultation with the school's governing body, the resulting **Planned Admission Number**) for all community and voluntary controlled schools. Together with the admission numbers determined by governing bodies for voluntary aided, academy and foundation schools, these are published in the Parent's Guide's to Admissions which forms the authority's composite prospectus. The admission numbers proposed to apply for entry from September 2013 are set out within the Primary and Secondary Co-ordinated Schemes (pages 16 and 24).

4 Timetable for Co-ordinated Admissions Schemes 2013/14

DRAFT TIMETABLE CO-ORDINATED ADMISSIONS SCHEMES 2013/2014	
Date	Action
July 13, 2012	Maintained schools to provide school information to enable composite prospectus to be compiled
By September 11, 2012	Application packs for secondary transfer to be distributed via primary schools and on request
September 12, 2012	Composite prospectus published on council's website
September 12, 2012	Online admissions open for applications for transfer to secondary school
October 31, 2012	Closing date for secondary transfer applications
November 23, 2012	Secondary transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration
November 2012	Application packs to be posted for entry to primary to parents who are either attending Wokingham Borough early years' settings or who have registered with the School Admissions Team or who are transferring to junior school to be distributed via infant schools or on request,
November 12, 2012	Online admissions open for applications for entry to primary and transfer to junior school
January 15, 2013	Closing date for evidence to be provided to meet Wokingham Borough Council criteria for those transferring to secondary school; transferring to junior school; or starting school
January 15, 2013	Ranked lists to be submitted to the local authority by own admission authority schools for secondary transfer

January 15, 2013	Closing date for entry to primary and transfer to junior school applications, together with aided schools' supplementary information forms, if applicable.
February 8, 2013	Entry to primary and junior transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration
February 15, 2013	SEN Team to inform parents of pupils transferring to secondary school or to junior school with statements of special education need of their allocated school
February 28, 2013	Appeals timetable published to website (own admission authority schools will publish details on the school's website)
March 2, 2013	Secondary offer day – letters posted by first class post
March 15, 2013	Secondary transfer: Deadline for accepting the offer of a place Late applications to be processed Waiting list information available
March 22, 2013	Ranked lists to be submitted to the local authority by own admission authority schools for the entry to primary and junior transfer
March 29, 2013	Final co-ordination with other local authorities for entry to primary and junior school transfer
April 15, 2013	Closing date for notification of a secondary appeal to be heard together
April 16, 2013	Starting school and transfer to junior school offer day – letters posted by first class post
April 30, 2013	Entry to primary and Junior Transfer: Deadline for accepting the offer of a place Late applications to be processed Waiting list information available
May 16, 2013	Closing date for notification of a entry to primary or junior transfer appeal to be heard together
End May/early June 2013	LOCAL AUTHORITY to advise schools of final allocation details
May/June 2013	Secondary appeals to be heard in accordance with published timetable

B) CO-ORDINATED ARRANGEMENTS FOR PRIMARY ADMISSIONS

1 Overview of the scheme

The primary admission arrangements will operate on the basis of the Government's recommended model of an equal preference scheme. This arrangement allows each preference to be considered individually, taking account of the admissions criteria. Where a child can potentially be offered a place at more than one of the preferred schools the single offer is for the school ranked highest by the parent. Information may be exchanged with other authorities if an application is received from an applicant living in that authority. In all cases, parents applying to Wokingham Borough Council will receive the offer of a school place on the offer date prescribed in the Council's timetable. If a place cannot be offered at any of the preferred schools, a place will be offered at

- a) the designated area school (if there are places available) or
- b) the most accessible school with places.

Children's Services will create a pupil database of pupils living in the Wokingham Borough for the distribution of application forms, comprised largely of information provided by responses to advertising, notifications of interest made at infant and primary schools and information provided from the Council's early years provider records. Parents who live in other local authorities but who wish to express a preference for a Wokingham Borough school should contact their home authority for details on how to register for an application pack from their authority.

Schools may take pupil details if a school visit takes place for their records but this is not part of the application procedure. Parents must register their child's details with the School Admissions Team to receive an application pack, which will include a single application form on which to rank schools in order of preference.

Under the Co-ordinated Scheme parents of children resident in the borough may apply to Children's Services for a place at any maintained primary school on a **common application form**. Children's Services will issue and process these forms centrally.

Borough residents can also make applications online, via the Council's website. These will be treated in the same way as the paper version of the preference form, save for variations reflecting that this is an electronic process. For example, online forms will be submitted and processed by Children's Services, and verification will where possible be done by electronic means, for example using other data held by the Council. Except where stated otherwise, references to the common application form in this scheme should be taken to refer to both the electronic and paper versions. Where more than one application is received the LA will accept the application with the latest date.

Parents will be asked to express up to **four** preferences in ranked order and to give reasons for these preferences if they wish to do so.

Parents will complete the common application form and return it to Children's Services by the agreed deadline. Acknowledgement cards will be issued with the common application form. Where a parent completes and returns these stamped and addressed, they will receive postal confirmation of the receipt of their form. Children's Services will record receipt of the form and validate the application (checking proof of address by reference to Council Tax records). For online applications, validation where possible will also be electronic, for example by

reference to other data held by the Council. Children's Services will forward all preferences for own admission authority schools within the Borough for allocation by their governing bodies, in accordance with their own admissions criteria. These schools will then forward their ranked lists to Children's Services within an agreed timescale.

Children's Services will issue all offers of places at maintained schools to parents living in the Wokingham Borough including, where applicable, offers on behalf of the governing bodies of aided, academy and foundation schools or other local authorities. Each child will receive a single offer on a date determined by the home local authority's scheme. Offers will be accompanied by an acceptance form. Parents will be advised that if they fail to accept an offer of a place within 14 days of the offer letter, the offer may be withdrawn after one further written reminder being issued. This part of the scheme is important in allowing early identification of spare places at over-subscribed schools, which can then be allocated from waiting lists. Where a preference cannot be offered parents will be informed of the reason why and of their right of appeal.

2 Nursery and Foundation 1 Admissions

Admissions to maintained nursery schools and classes are not part of the co-ordinated admissions scheme for primary schools, and are administered locally by the school concerned.

Wokingham Borough Council has, as part of its admission arrangements for community and controlled primary schools, determined a policy for admission to Foundation One nursery classes at community or voluntary controlled infant and primary schools, including linked partnership foundation stage units. Individual schools managing such admissions locally are to do so in accordance with the model policy. The policy is included as an annex to the primary coordinated scheme.

3 Timing of entry to Primary Education

Admission to Foundation Stage One nursery classes at maintained schools, or other early years' providers at, or linked to particular schools, including co-located children's centres, does not guarantee or give any priority for admission to primary education at that school. A place must be applied for at the primary school if parents wish their child to transfer to the reception (F2) class.

For admission to the 2013/2014 academic year, the local authority will offer all children a full time school place from the September following their fourth birthday.

Parents may request that their child attends part-time until the child reaches compulsory school age, the start of the first school term after their fifth birthday. 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.

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.

4 Applications for Academy, Foundation or Voluntary Aided Schools

The co-ordinated admissions scheme does not affect the duty of the governors of academy, foundation or aided schools to set and apply their own admissions arrangements. These schools continue to be able to operate their own admissions criteria, which are required to be clear, fair and objective.

Children's Services' Parent's Guide for primary school admissions will include the agreed admissions policies of all voluntary aided and foundation schools within Wokingham Borough. Parents will be provided with a single source of information setting out the admissions criteria for all schools in the Borough for which applications can be made under the scheme.

Own admission authority schools can, if they need to prepare an additional supplementary form to be completed with the common application form if they require further information in order for them to allocate places at their school against their own admissions criteria. Own admission authority schools will make these additional forms available to Children's Services at a time agreed within the co-ordinated scheme and on their websites. The common application form must be completed. If supplementary information is required, it is the responsibility of the school to follow up any forms that have not been received.

Children's Services will send out any appropriate supplementary forms to any applicant who names an academy, aided or foundation school as one of their preferences. Common application forms will be returned to Children Services and supplementary forms will be returned in accordance with the schools' policies to either the school or to Children's Services who will then pass the relevant information on to the governing body, alternatively supplementary forms may be returned direct to the school concerned. The denominational certificate for voluntary controlled schools must be returned to Children's Services with the common application form.

The governing bodies or admissions committees of academies and foundation or voluntary aided schools will need to meet within the timescales defined in the scheme in order to process the applications they have received. If oversubscribed, Children's Services will require the governors to produce a brief statement which will explain to applicants (and future appellants) how and why places have been allocated. Children's Services will send this statement out with all refusal letters.

5 Publicity / Information

Details of the agreed scheme for entry to primary education will be publicised in advance and full details of the arrangements will be published in Children's Services' Parent's Guide to Primary School Admissions. This guide will be published on the council's website by September 12, 2012 and hard copies will be sent to parents during November 2012. It is the responsibility of parents to ensure that they register their child's details with the School Admissions Team either on paper or online in order to receive an application pack.

The common application form is the sole application method for parents resident in the Borough seeking a place in a infant/primary school. Applicants for voluntary aided schools will need to complete the common application form, but these schools will be able to request additional documents to support applications in order to comply with their admissions arrangements.

6 Detailed arrangements of the scheme

Admission outside normal age group

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc.

Each case will be considered on its own merits and circumstances and will only be agreed by a panel of officers from Children's Services where there is consensus between the parents, schools concerned (both current and preferred) and any relevant professionals asked for their opinion by the panel, that to do so would be in the pupil's interests. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

Pupils with a Statement of Special Educational Needs

Admissions arrangements for statemented pupils will continue to be managed by the Special Educational Needs Team. Parents are invited to complete the common application form and where identified, preferences will be shared with the Special Educational Needs Team.

Non Wokingham residents wishing to apply for WBC schools

These applicants must use the common application form for their home authority (the authority to whom they pay council tax).

Wokingham residents wishing to apply for non Wokingham schools

Conversely, application must be made to Wokingham Borough Council in accordance with their timetable and application deadline.

Multiple offers

Multiple offers are eliminated under these arrangements but parents remain free to make applications to the independent sector.

Co-ordination will take place with other local authorities who will be asked to share information on their residents who apply for schools in the Borough and conversely Wokingham will share information on parents living in the Borough applying for schools outside the Borough, in order to ensure where possible, that only one offer will be issued.

Appeals

All applicants who were not allocated a preferred school will be informed of their right of appeal. Children's Services will ensure that appeals are arranged for the Borough's community and voluntary controlled schools. The governing bodies of academy, foundation and voluntary aided schools must determine their own appeal arrangements, although they may choose to do so via the local authority.

Waiting lists

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school until the end of year 2

(infant schools) or year 6 (primary schools). Positions on the list will be determined by applying the oversubscription criteria outlined above. 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.

Waiting lists will be retained by Children's Services to fill places that may become available during the school year. Parents will be asked to inform Children's Services if they wish to remain on waiting lists and will receive periodic requests to see if they wish to remain on the list. If academy, voluntary aided or foundations schools have stated that they operate waiting lists in their policies, the waiting list will transfer to the school on 31 December 2013, unless the governing body indicates that they want the local authority to hold their lists.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Applications made after the closing date but before offer date

The closing date for applications for school places in the normal admission round will be January 15, 2013. Children's Services 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, provided they are received before January 15, 2013. Changes to existing applications received after January 15, 2013 will be considered as 'late' and considered after the allocation.

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.

These late applications will be processed by the date given in the scheme.

Applications made after the offer date but before August 31, 2013

All late applications will be processed by the application of the admissions criteria where necessary. Where possible a place will be offered at a preferred school with places available. If this cannot be achieved a place will be allocated at the nearest school to the home address with vacancies if they live in the Wokingham Borough. No offer will be made to those children living in outside of the Borough as it is the responsibility of the home authority to provide a school place. Parents retain the right of appeal.

Admission to Junior Schools

These arrangements will be managed centrally by Children's Services. Using existing data, Children's Services will pre print application forms for all year 2 pupils, living in the Wokingham Borough, registered at Wokingham Borough infant schools in October 2012. These forms will be sent to parents via their infant school in November 2012 together with information on schools, timeline and process map and information advising parents where they can access the Parent's Guide to transferring into year 3 of a junior school in Wokingham Borough on the website or request a hard copy. Forms will also be available from Children's Services for any other parents living in the Wokingham Borough of children in year 2 wishing to apply to transfer to Borough junior schools including those on year 2 waiting lists.

Parents of children living outside of the Borough may apply for a Wokingham Borough school using the application provided by their home authority.

Parents will apply for a place at a junior school by the same deadline as for first admission to infant and primary schools. Children's Services will issue all offer and refusal letters as detailed in the authority's timetable. Parents will be offered the right of appeal if necessary.

All other details relating to late applications; waiting lists, oversubscription criteria etc. are as detailed in the infant/primary scheme.

Admission to middle schools in other local authorities

These arrangements will be managed centrally by Children's Services. A separate application will be available for parents wishing to apply for a place for a middle school in another local authority. Each local authority will accept applications in the same way as it would for its own normal admissions round. Co-ordination will be held with the maintaining local authority who will apply their co-ordinated scheme. The maintaining local authority will inform Wokingham Borough Council if a place is to be offered in one of its schools and Wokingham Borough Council will inform the parent of the outcome of the application.

Oversubscription Criteria

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

The following oversubscription criteria in order of priority will be applied when a **community** or **voluntary controlled** school receives more preferences than places available. All preferences will be treated on an equal basis.

- A 'Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order' (previous looked-after children).¹

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Previous 'looked after children' include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- B Children who have medical, physical or psychological grounds for admission to a particular school. This must be supported by written evidence, relating specifically to the school you are applying to under this criterion, from an independent professional aware of the child's case (e.g. doctor, hospital consultant or psychologist) which must explain the reason why the school in question is the most suitable and the difficulties caused if the child had to attend another school.²

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

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

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

- D Children whose permanent home address is in the school's designated area and who have a brother or sister or step brother or step sister who have one or more parents in common or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school.^{3, 4, 5}
- E Children whose permanent home address is in the schools' designated area.³
- F Children who have a brother or sister or step brother or step sister who have one or more parents in common or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school.^{4, 5}
- G Children whose parents choose the school on denominational grounds (this applies to voluntary controlled schools only)⁶
- H Any other applicant

¹ Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders:
 - (i) adoption order
 - (ii) residence order
 - (iii) special guardianship order

²When submitting applications under category B (serious medical, physical or psychological grounds for admission) your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by January 15, 2013 for consideration prior to the main allocation of places. An admissions panel will consider the

supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after January 15, will if agreed by panel, affect the position on the waiting list.

³For schools where changes to designated areas were made from 2010/11, children who will have siblings attending the school in September 2013, but resided in what was the former designated area (or former shared area) when these places were allocated, will be treated as living within the school's designated area (Criterion D). This clause will no longer be applied after August 31, 2015.

<i>Bearwood Primary School and Winnersh Primary School</i>
<i>Farley Hill Primary School, Lambs Lane Primary School, Shinfield Infant & Nursery School</i>
<i>Lambs Lane Primary School and Shinfield Infant & Nursery School</i>
<i>The Colleton Primary School, Polehampton CE Infant & Junior Schools & Sonning CE Aided Primary School</i>

The designated area for Farley Hill Primary School has been revised to include a first priority designated area (currently the single designated area) and a second priority designated area (the shared designated area with The Coombes CE Primary School). Applicants from the first priority area will be allocated places before those living in the second priority area, the tiebreaker will be applied to each priority area to determine who is allocated a place should there be more applicants than places in either or both priority areas.

⁴ In the case of linked infant and junior schools, the application will be treated as meeting criteria C or E if the child's brother or sister (or step-brother or sister) will be at either of the two schools at the time the child would enter the school.

⁵ Where a parent previously expressed a preference for their designated area school for an older child but the local authority, unable to meet this preference, allocated a place at a lower ranked (non-designated area) preferred school or the closest available school with places; the parent may have a preference for the child's younger sibling to attend the same school. In such cases, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident within designated area). Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

⁶ If parents are applying on denominational grounds (Category G) for places at voluntary controlled schools, Children's Services will expect that at least one parent, or guardian, frequently attends for worship or has a significant involvement with a church within the Christian faith that is a member of Churches Together in Britain over the previous year. 'Frequent' is defined as at least twice a month for at least 8 months of the year and such attendance will need to be confirmed by the local clergy.

Voluntary controlled schools are: The Coombes Church of England Primary; Crazies Hill Church of England Primary; Polehampton Church of England Infant and Polehampton Church of England Junior; Robert Piggott Church of England Infant and Robert Piggott Church of England Junior; St Nicholas

Church of England Primary; St Paul's Church of England Junior; Woodley Church of England Primary;

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

Tie Breaker

Priority will be given within criterion C (linked infant and junior schools) to children living within the designated area, then siblings, before applying the tie breaker below.⁶

For all other oversubscription criteria priority will be given to the applicant whose permanent home address is nearest to the preferred school in terms of radial distance. Distances will be measured consistently, using the local authority's 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.

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

⁶ For tie breaker purposes within criterion C, designated area and siblings are defined as in criteria E and F.

Designated Area

The designated area for each community and voluntary controlled school is held electronically and can be viewed through the Council's website. These electronic maps have been adopted as the definitive descriptions of primary school designated areas for the purposes of admission arrangements and oversubscription criteria.

Living in the designated area does not guarantee a school place, as there may be more applications from parents living in the designated area than places available.

Residency Requirements

Home address

Applications are processed on the basis of the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. Reference to council tax records will be made to determine a single address for consideration of a place under criteria C or D. It is for the applicant to satisfy the local authority that they live at the address stated.

Applicants will be asked to declare that the address used will be their place of residence beyond the date of the pupil starting school. The local authority reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if it believes it has the grounds to do so. In

such cases, the applicant will have recourse to putting their application through the independent appeals process.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already own a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and disposal of their current property. The latest date for submission of evidence to support a move is January 15, 2013. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

Temporary address cannot be used to obtain school places. Where an applicant has two or more properties, evidence will be required showing the rental or disposal of the previous property. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

If an applicant owns a property which they do not occupy and/or rent out and then move into another property within, or nearer to the designated area of the preferred school; the address of the property they own will be the address used for determining their designated area, unless the owned house has been rented out for 12 months prior to the closing date for applications.

Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or withdraw the offer of a place.

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. split residence order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs). The School Admissions Team will assess to apply the appropriate single home address for the allocation of a school place. The information provided will be considered by an admissions panel of at least two officers and their decision is final. It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the Borough by January 15, 2013. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team.

Service Families

Families of UK service personnel (and other Crown Servants) who are not yet living in the area will be able to make an application if it is accompanied by an assignment order declaring a relocation date and intended address. In the absence of a new home postal address, the authority will use Hazebrouck Barracks as the postal address to determine distance to a preferred school. A letter from the Commanding Officer will be required confirming the living arrangements for families who are being housed at Arborfield Garrison but are assigned to another base.

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

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

Where the application of oversubscription criteria results in children with dates of birth in the same academic year in the same family, places will be offered even if this will result in the school going above the admission number with one exception; where to do so will result in the school breaching infant class size legislation at Key Stage 1 (e.g. class size must not break 30 children to 1 qualified teacher). In this instance, the places will be allocated by the drawing of lots carried out by at least two Children's Services staff members. 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 after allocation.

9 Applications after the normal admissions rounds (In-Year applications)

A separate scheme has been determined to co-ordinate admissions outside of the normal admissions rounds.

10 Admission Numbers for 2013/2014

PRIMARY SCHOOLS	PUBLISHED ADMISSION NUMBER	PROPOSED ADMISSION NUMBER	Admission No. indicated by Net Capacity Assessment****
Aldryngton Primary School	45		45
All Saints CE Primary School (Aided)***	45		45
Bearwood Primary School	41	40*	30
Beechwood Primary School	45		33
Colleton Primary School, The	35	60**	35
Coombes CE School, The	75		75
Crazies Hill CE Primary School	15		15
Earley St Peter's CE Primary School (Aided)***	70		70
Emmbrook Infant School	60		60
Emmbrook Junior School	64		60
Farley Hill Primary School	30		26
Finchampstead CE Primary School (Aided)***	17		17
Gorse Ride Infant & Nursery School	60		60
Gorse Ride Junior School	64		64
Grazeley Parochial CE Primary School (Aided)***	15		12
Hatch Ride Primary School	30		30
Hawkedon Primary School	70	90**	70
Hawthorns Primary School, The	60		59
Highwood Primary School	30		30
Hillside Primary School	60		60
Keep Hatch Primary School	60		60
Lamb's Lane Primary School	30		30
Loddon Primary School, The	60		60
Nine Mile Ride Primary School	50		50
Oaklands Infant School	60		60
Oaklands Junior School	62		60
Polehampton CE Infant School	60		52
Polehampton Junior School	60		60
Radstock Primary School	60		60
Rivermead Primary School	60		60
Robert Piggott CE Infant School	45		40
Robert Piggott CE Junior School	49		45
Shinfield Infant & Nursery School	60		60
Shinfield St Mary's CE Junior School (Aided)***	63		50
Sonning CE Primary School (Aided)***	30		30
South Lake Primary School	60		60
St Dominic Savio Catholic Primary School (Aided)***	60		60
St Nicholas CE Primary School	20		20
St Paul's CE Junior School	96		96
St Sebastian's CE Primary School (Aided)***	24		22
St Teresa's Catholic Primary School (Aided)***	45		34
Walter Infant School	90		90
Wescott Infant School	56		50
Westende Junior School	60		60
Whiteknights Primary School	60		60
Willow Bank Infant School	60		60
Willow Bank Junior School	60		60
Winnersh Primary School	60	90**	60
Woodley CE Primary School	45		44

*This decrease in number is proposed to regularise the admission number for this school to enable the school to meet infant class size legislation.

**In consulting on an increase in admission numbers for these schools, it should be clear that the proposals are associated with schemes for school expansion which require separate statutory determination. These expansions are subject to separate consultation in parallel with the admissions consultation. If the school expansions are not approved prior to the determination of the local authority's admission arrangements; the original admission number will be determined, on condition that this may be amended at a later stage (as a permitted variation) to implement the school expansion proposals, if approved.

***Own admission authority schools included for completeness. No notification has been received on whether any of these schools will be increasing their admission number.

****Net capacity assessments are being reviewed with schools. This column will be updated when completed prior to the statutory consultation.

B) PROPOSED CO-ORDINATED ARRANGEMENTS FOR SECONDARY ADMISSIONS FOR ENTRY FROM SEPTEMBER 2013 TO AUGUST 2014

1 Overview of the Co-ordinated Scheme

The secondary admission arrangements will operate on the basis of the Government's recommended model of an equal preference scheme. This arrangement allows each preference to be considered individually, taking account of the admissions criteria. Where a child can potentially be offered a place at more than one of the preferred schools the single offer is for the school ranked highest by the parent. Information may be exchanged with other authorities if an application is received from an applicant living in that authority. In all cases, parents applying to Wokingham Borough Council will receive the offer of a school place on the offer date prescribed in the Council's timetable. If a place cannot be offered at any of the preferred schools, a place will be offered at:

- b) the designated area school (if there are places available) or
- b) the most accessible school with places.

Common application forms and information will be distributed to Year 6 pupils via their primary school, and documentation will be provided by the relevant local authority for their home address. Borough residents can also request to receive an application pack via the council's website.

Borough residents can also make applications online, via the Council's website. These will be treated in the same way as the paper version of the preference form, save for variations reflecting that this is an electronic process. For example, online forms will be submitted and processed by Children's Services, and verification will where possible be done by electronic means (for example, using other data held by the Council). Except where stated otherwise, references to the common application form in this scheme should be taken to refer to both the electronic and paper versions. Where more than one application is received the LA will accept the application with the latest date.

Parents will be asked to express up to four preferences in ranked order and to give reasons for these preferences if they wish to do so.

Parents will complete the common application form and return it to Children's Services by the agreed deadline. Acknowledgement cards will be issued with the common application form. Where a parent completes and returns this stamped and addressed, they will receive postal confirmation of the receipt of their form. Children's Services will record receipt of the form and validate the application (checking proof of address by reference to Council Tax records). For online applications, validation where possible will also be electronic, for example by reference to other data held by the Council.

Children's Services will forward all preferences for own admission authority schools within the Borough for allocation by their governing bodies, in accordance with their admissions criteria. School admission authorities apply their admission criteria, including any selection tests and these schools will then forward their ranked lists to Children's Services within an agreed timescale.

Children's Services will send other local authorities details of applications for their schools in November 2012. School admission authorities apply their admission criteria, including any selection tests, and send their own local authority a list indicating the order in which all children applying have priority by reference to over-subscription criteria.

Children's Services will draw up similar lists for the community schools in the area, applying all preferences on an equal basis. Children's Services will compare the lists for all schools in the area. Where a child qualifies for one of the available places at more than one school Children's Services will provisionally allocate a place at the school ranked highest by the parent in their application.

The lists will be adjusted for any other school for which a preference was expressed, moving another child who was previously not eligible for a place up the list to the provisional place that has been vacated.

By mid-February Children's Services will have received notifications from other local authorities of places that can be offered by schools in their areas in response to preferences expressed by one of their residents.

If a place at a preferred school cannot be offered by Children's Services to cross-border applicants, an alternative place will not be considered as the home local authority will be making an offer.

If Wokingham local authority and another local authority can both offer places, the authorities will determine the place to be allocated on the basis of the ranked preferences. Children's Services will send final lists of pupils to be allocated places to schools in the area.

On March 2, 2013, Children's Services will write to all parents resident in Wokingham Borough who completed an application form, informing them of their child's allocated school place. It will be stated if the offer is being made on behalf of a school that is its own admission authority. If parents have applied online, the results may be viewed. Where a preference cannot be offered, parents will be informed of the reason why and offered the right to appeal the decision.

Those children not offered places at their higher ranked preference school(s) will be placed on a waiting list for the relevant school(s).

Offers will be accompanied by an acceptance form. Parents will be advised that if they fail to accept an offer of a place by March 15, 2013, the offer will be withdrawn

after one further written reminder being issued. This part of the scheme is important in allowing early identification of spare places at over-subscribed schools, which can then be allocated to from waiting lists.

The scheme will not affect the duty of governors of academy, foundation and voluntary aided schools to set and apply their own admission arrangements. Schemes are an administrative process to make school admissions easier, more transparent and less stressful for parents. They are not designed to require all admission authorities in an area to operate the same oversubscription criteria and each local authority (or school governing body where relevant) will determine their own criteria and consult upon them accordingly.

Wokingham Borough Council's scheme for secondary co-ordination will reflect the mandatory requirements of the draft School Admissions Code.

2 Detailed arrangements of the scheme

Admission outside the normal age group

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc.

Each case will be considered on its own merits and circumstances and will only be agreed by a panel of officers from Children's Services where there is consensus between the parents, schools concerned (both current and preferred) and any relevant professionals asked for their opinion by the panel, that to do so would be in the pupil's interests. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

Pupils with a Statement of Special Educational Needs

Admission arrangements for pupils with statements will continue to be managed by the Special Educational Needs Team.

Appeals

Parents may appeal for any school where their application has been unsuccessful. All unsuccessful applicants will be informed of their right of appeal. Children's Services will ensure appeals are arranged for community schools in the Borough. The governing bodies of voluntary aided schools must determine appeal arrangements for their school.

Waiting lists

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school. Positions on the list will be determined by applying the oversubscription criteria outlined above. 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.

Waiting lists will be retained by Children's Services to fill places that may become available during the school year until September 30, of year 10. Parents will be asked to inform Children's Services if they wish to remain on waiting lists and will receive periodic requests to see if they wish to remain on the list. If academy, voluntary aided or foundation schools have stated that they operate waiting lists in

their policies, the waiting list will transfer to the school on December 31, 2013, unless the governing body indicates that they want the local authority to hold their lists.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Waiting list information will be available in accordance with the published timeline.

Applications made after the closing date but before offer date

The closing date for applications for school places in the normal admission round will be October 31, 2012 for secondary schools. Children's Services 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, provided they are received before January 15, 2013. Changes to existing applications received after January 15, 2013 will be considered as 'late' and considered after the allocation.

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.

These late applications will be processed by the date given in the scheme.

Applications made after the offer date but before August 31, 2013

All late applications will be processed by the application of the oversubscription criteria where necessary. Where possible a place will be offered at a preferred school with places available. If this cannot be achieved a place will be allocated at the designated area or most accessible school to the home address with vacancies. Parents retain their right of appeal.

Co-ordination with other local authorities will continue until August 31, 2013 in order to eliminate multiple offers.

Admission to upper schools (with an entry age after 11) in other local authorities e.g. year 9 transfer

These arrangements will be managed centrally by Children's Services. A separate application will be available for parents wishing to apply for a place for an upper school in another local authority. Each local authority will accept applications in the same way as it would for its own normal admissions round. Co-ordination will be held with the maintaining local authority who will apply their co-ordinated scheme. The maintaining local authority will inform Wokingham Borough Council if a place is to be offered in one of its schools and Wokingham Borough Council will inform the parent of the outcome of the application

Sixth Form Admissions

As with admissions at statutory school age, parental preference will be met where possible. Admissions are managed by each school locally, but must comply with the School Admissions Code. Wokingham Borough Council has adopted admissions arrangements for community and voluntary controlled schools that include a model sixth form admissions policy. Each school may modify that policy to set out course requirements and criteria i.e. minimum entry qualifications, responsibility for which is

currently delegated to schools, together with any additional school-specific information. Policies will be published in individual school prospectuses. No admission numbers are published for sixth form admissions at community schools, as external applications are dealt with on an ad-hoc basis subject to the availability of spaces and courses. The model policy is included as an annex to the coordinated scheme (**annexe 3**)

All applicants refused admission to school sixth forms are entitled to appeal to an independent appeal panel.

Oversubscription Criteria

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

The following over-subscription criteria in order of priority have been agreed for applications when a community secondary school receives more preferences than places available. All preferences will be treated on an equal basis.

- A** Priority will be given to looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order' (previous looked-after children).¹

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Previous 'looked after children' include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- B** Children who have medical, physical or psychological grounds for admission to a particular school. This must be supported by written evidence, relating specifically to the school you are applying to under this criterion, from an independent professional aware of the child's case (e.g. doctor, hospital consultant or psychologist) which must explain the reason why the school in question is the most suitable and the difficulties caused if the child had to attend another school.²
- C** Children whose permanent home address is in the school's designated area and who have a brother or sister or step brother or step sister who have one or more parents in common or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school.^{3 4 5}
- D** Children whose permanent home address is in the schools' designated area.³
- E** Children who have a brother or sister or step brother or step sister who have one or more parents in common or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school.^{4 5}

F Any other applicant

¹ Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders:
 - (iv) adoption order
 - (v) residence order
 - (vi) special guardianship order

² When submitting applications under category B (serious medical, physical or psychological grounds for admission) your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after January 15, will if agreed by panel, affect the position on the waiting list.

³ Where a parent previously expressed a preference for their designated area school for an older child but the local authority, unable to meet this preference, allocated a place at a lower ranked (non-designated area) preferred school or the closest available school with places; the parent may have a preference for the child's younger sibling to attend the same school. In such cases, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident within designated area). Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

⁴ Siblings of older children at the school, who resided at an address in the previous designated area of The Forest School on September 1, 2011 and continue to live at that address, will be treated as living in the school's designated area (criterion C). This clause will no longer be applied after June 30, 2018 and parents must declare on their application form if this applies.

⁵ Parents may indicate a sibling in year 11 at the school provided it is the intention of the family that the child is due to continue their studies in the sixth form at the school.

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

Tie Breakers

Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. Where this is the case, the relevant tiebreaker, as explained above, will be applied to decide which of the applicants can be offered places, and waiting list order.

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

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

For all other schools, within criteria **C** and **D**, priority will be given to the applicants whose permanent home address is nearest to the preferred school in terms of radial distance.

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

Distances in all cases will be measured consistently, using a 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. Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available.

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

Designated Areas

The designated area for each school is now held electronically and can be viewed through the Council's website. These electronic maps represent the definitive descriptions of community secondary school designated areas for the purposes of admission arrangements and oversubscription criteria.

Residency Requirements

Home address

Applications are processed on the basis of the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. Reference to council tax records will be made to determine a single address for consideration of a place under criteria C or D. It is for the applicant to satisfy the local authority that they live at the address stated.

Applicants will be asked to declare that the address used will be their place of residence beyond the date of the pupil starting school. The local authority reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if it believes it has the grounds to do so. In

such cases, the applicant will have recourse to putting their application through the independent appeals process.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already own a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and disposal of their current property. The latest date for submission of evidence to support a move is January 15, 2013. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

Temporary address cannot be used to obtain school places. Where an applicant has two or more properties, evidence will be required showing the rental or disposal of the previous property. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

If an applicant owns a property which they do not occupy and/or rent out and then move into another property within, or nearer to the designated area of the preferred school; the address of the property they own will be the address used for determining their designated area, unless the owned house has been rented out for 12 months prior to the closing date for applications.

Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or withdraw the offer of a place.

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. split residence order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs). The School Admissions Team will assess to apply the appropriate single home address for the allocation of a school place. The information provided will be considered by an admissions panel of at least two officers and their decision is final. It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the Borough by January 15, 2013. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team.

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 school going above the admission number.

3 Applications after the normal admissions rounds (In-Year applications)

A separate scheme has been determined to co-ordinate admissions outside of the normal admissions rounds.

4 Admission numbers for 2013/2014

SECONDARY SCHOOLS	PUBLISHED ADMISSION NUMBER	Admission No. indicated by Net Capacity Assessment**
The Bulmershe	240	235
The Emmbrook	210	202
The Forest	200	200
The Holt*	200	200
Maiden Erlegh*	278	278
The Piggott CE*	180	180
St Crispin's	189	170
Waingels College	240	240

*Own admission authority schools included for completeness. No notification has been received at this stage of whether there will be any changes to admission number for these schools.

**Net capacity assessments are being reviewed with schools. This column will be updated when completed prior to the statutory consultation.

D) RELEVANT AREA

There is a statutory requirement for the local authority to set a 'relevant area' for consultation on school admissions matters, and to review this every two years. The relevant area may be either the local authority area, or may be a lesser or greater area, provided that every part of the local authority's area must be covered by one or more such areas.

The local authority has previously decided that the relevant area should be co-terminus with the Wokingham Borough boundary. This is in line with decisions taken by neighbouring unitary authorities. This existing arrangement has worked well and cross border issues have been addressed through reciprocal consultation and in some cases by attending each others' school admissions forums.

Consultation arrangements on the basis of the Relevant Area area, taking account of amendments to other legal requirements (introduced under the Education and Skills Act 2008), will be as follows:

Where Wokingham is the admissions authority, the authority will consult on its admission arrangements with:

- Wokingham Admissions Forum (or alternative body if adopted)
- All Wokingham Borough maintained community and voluntary controlled primary and secondary schools
- All own admission authorities schools within the Wokingham Borough
- All neighbouring Local Education Authorities
- Diocesan Authorities
- Relevant parents
- Other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed arrangements

In turn, where the governing body of a school in the borough is the admissions authority, consultation on admissions arrangements should take place with:

- The local authority
- Wokingham Admissions Forum
- All primary or secondary schools within the borough (except that primary schools need not consult secondary schools)
- Any other local authority whose area comes either within Wokingham's relevant area, or within 8 kilometres of the school if secondary, or 3.2 kilometres if primary
- Diocesan Authorities
- Other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed arrangements
- Relevant parents

**DENOMINATIONAL CERTIFICATE FOR
SCHOOL ADMISSION**



**WOKINGHAM
BOROUGH COUNCIL**

**Support for admission on denominational grounds to
Voluntary Controlled Schools**

Part 1 – to be completed by the parent(s)

Pupil Name.....

Address.....

.....

Telephone Number.....

Religious Denomination.....

If parents are applying on denominational grounds (Category G) for places at Voluntary Controlled schools, the objective criterion used for admissions is that at least one parent, or guardian, frequently attends for worship at a church within the Christian faith that is a member of Churches Together in Britain over the previous year. 'Frequent' is defined as at least twice a month for at least 8 months of the year and such attendance will need to be confirmed by the local clergy.

Details of Church attendance.....

.....

.....

Signature of parent.....Date.....

Part 2 – to be completed by the Leader of the Religious Establishment

Name of Religious Establishment.....

Address.....

.....

Telephone Number.....

Representative's Name.....

Position held at Religious
Establishment.....

I hereby certify that the parent(s) of the above named child is/are practising member(s) of my congregation/meeting and meet the requirements stated above. I therefore support the parent's application on denominational grounds.

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



**WOKINGHAM
BOROUGH COUNCIL**

**PROPOSED SIXTH
FORM ADMISSIONS
POLICY
FOR COMMUNITY
SECONDARY SCHOOLS
2013/2014**

Proposed as part of the admission
arrangements for entry to community
schools in 2013/2014, subject to
consultation

GUIDANCE ON SIXTH FORM ADMISSION POLICY AT COMMUNITY SECONDARY SCHOOLS IN THE WOKINGHAM BOROUGH

1. Entitlement to sixth form education

All secondary schools in the Wokingham Borough have sixth forms and pupils in individual schools are entitled to be considered for entry into their school sixth form provided they meet the entry criteria for individual courses and that there are sufficient spaces to meet their requirements.

No separate admission number has been set for Wokingham Borough secondary schools as places will be offered first to year 11 students within the school and then to external candidates provided an appropriate course is available for a suitably qualified student.

School governing bodies should give annual consideration to the setting of admissions numbers for Year 12 if the school set out to admit external candidates to its sixth form, rather than just to deal with ad-hoc applications. Recommendations for the introduction of an admission number for Year 12 must be made to the local authority before 1 October for implementation 11 months later, after inclusion in the annual consultation on the authority's admissions arrangements, and publication in the authority's composite prospectus for that year of entry.

2. Inclusion

Wokingham Borough Council has an inclusive education policy and children will not be discriminated against as laid down by the Human Rights Act 1998, Equality Act 2010 and School Standards & Framework Act 1998.

This model policy should ensure equity and fair access ensuring that all parents are able to understand the process and how oversubscription criteria will be applied.

3. Background

The responsibility for determining the admissions arrangements for sixth forms in community secondary schools is the responsibility of the local authority. Administration of sixth form admissions is delegated by the local authority to secondary schools, based on the adoption of this model policy.

This policy does not apply to The Holt, The Piggott or Maiden Erlegh Schools as their admission arrangements are determined by the schools' governing body.

4. *Applying for entry into sixth forms*

External applications should be made on the school's application form and forwarded to the school's Head of Sixth Form by the required deadline. The proposed application form must be submitted to the local authority by 1 October each year to ensure that it meets the requirements of the School Admissions Code. The form must allow for applications from both parents and prospective students themselves. The form must allow applicants to give reasons for applying.

Internal students do not have to apply formally for a place in the sixth form, although they or their parents are entitled to apply for entry to the sixth form at another school.

Interviews with student or their families must not be held to determine a place; although meetings may be arranged to provide advice on options and entry requirements for particular courses.

Entry to courses in the sixth form will not be dependent on attendance, behaviour record, or perceptions of attitude or motivation.

To ensure transparency; schools will publicise what courses are available; the entry requirements for each; any maximum places or minimum numbers to run a particular course, and provide statistics about the number of internal and external candidates accepted and refused on each course, plus the number of applications received for each course in the previous year. The course entry requirements for external candidates must be the same as those applied to internal pupils transferring to the sixth form.

Schools will provide this statistical information to the local authority in September each year in order that a report may be prepared for the Schools Admissions Forum.

5. *Consultation*

The policy and guidance will be reviewed on an annual basis and included in any future consultation on admissions arrangements for community schools.

Once the admission arrangements are determined by the Council's Executive, all community secondary schools are required to adopt the agreed model policy.

6. *Start dates*

All students are required to start on, or the first school day after, 1 September 2013.

7. Use of personal data

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

The school and local authority reserves the right to verify the information given on the application form. Any offer of a place will be on the basis that the information supplied is accurate and up to date.

Please note the information will not be disclosed to any other organisation without parental consent other than other local authorities or government agencies, e.g. Learning Skills Council. If you require further information about how this data will be used, please contact the school.

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

8. Decisions and appeals

Whenever a decision is made not to offer a place in the sixth form, whether the candidate is internal or external, an explanation of the decision must be provided in writing, together with advice on their right to appeal and how to do so. Please note that both the parent and the individual student have separate and joint rights of appeal. Such appeals will be heard at the same time. It is the school's responsibility to present its case at appeal and to ensure that any paperwork is provided in time to the clerk to the appeal panel.

Glossary

Published Admission Number	The number of places that the admission authority must offer in each relevant age group for a school for which it is admission authority. The published admission number must relate only to those being admitted to the school for the first time and should be based on an estimate of the minimum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.
Oversubscription	Where a school has a higher number of applicants than the schools' published admission number each year
Designated Area	A geographical area, from which students may be given priority for admission to a setting
Application Deadline	Date by which applications must be received for initial consideration for a place
Late Application	Application received between the application deadline and the date agreed for communication of offer of places
In-year Application	Application received after the date agreed for communication of offer of places
Waiting List	A list of students held and maintained by the admission authority when the school has allocated all its places, on which students are ranked in priority order against the published oversubscription criteria
Parent	A parent is defined in law (Education Act 1996) as including any person who has parental responsibility (as defined in the Children Act 1989) for a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.
Applicant	In this document, can mean either a parent or a child, as both have rights to apply and to appeal under these admissions arrangements.
Home Address	Where the student spends the majority of the school week (Sunday 1800hrs to Friday 0900hrs) including nights.
Looked after child or previous looked after child	A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Previous 'looked after children' include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

SIXTH FORM ADMISSION POLICY AT WOKINGHAM BOROUGH COMMUNITY SECONDARY SCHOOLS

General

All secondary schools in the Wokingham Borough have sixth forms and students in their schools are entitled to be considered for entry into their school sixth form provided they meet the entry criteria for individual courses and that there are sufficient spaces to meet their requirements.

The responsibility for determining the admissions policy for sixth forms in community secondary schools is the responsibility of the local authority.

Administration of sixth form admissions at community schools is delegated by the local authority to secondary schools.

The Holt, The Piggott and Maiden Erlegh Schools admissions policies are determined by the schools' governing body.

Interviews with student or their families must not be held to determine a place; although meetings may be arranged to provide advice on options and entry requirements for particular courses.

Entry to courses in the sixth form will not be dependent on attendance, behaviour record, or perceptions of attitude or motivation. Course entry criteria for external applicants will be the same as that applied to internal students.

Where an application is rejected on the grounds that the student does not meet the course entry criteria, an offer of an alternative course of study will be made.

Admission Number

No separate admission number has been set for any Wokingham Borough secondary school as places will be offered first to year 11 students within the school and then to external candidates provided an appropriate course is available for a suitably qualified student.

Applications

Both parents and prospective students themselves have separate rights to apply for place at a school sixth form. They must apply by the deadline given in the school prospectus and the application form to the nominated person on the application form. (The term 'applicant' is used in the rest of this policy, to mean either parents or prospective students).

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

Offers of places to external students are 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. Failure to provide evidence, or providing evidence which shows the information provided at application to be incorrect, may lead to the offer being withdrawn.

Applications will be considered by a committee of the Governing Body, or this may be delegated to the Headteacher or Head of Sixth Form plus at least one other member of staff nominated by the Governing Body.

Applicants will be asked to declare that the address used 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.

Allocation of places (oversubscription criteria)

In the case of oversubscription for a place on a particular course, places will be offered first to students within the school and then to external applicants, using, where applicable, the same course entry minimum qualification requirements.

The following criteria will be used to allocate the available places¹ on those courses that receive more applications meeting the course entry qualifications than can be accommodated, in descending order of priority:

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 and who meet the academic requirements for the course. The admissions authority does not have the right to refuse admission.

A Priority will be given to 'Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order' (previous looked-after children).²

B Students who meet the academic requirements for the level of course applied for, as published in the school prospectus.

¹ Available places are those places available after existing students have indicated their preference against their entitlement

² Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders:
 - (i) adoption order
 - (ii) residence order
 - (iii) special guardianship order

Tie Breaker

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial distance. Distances will be measured consistently, using the local authority's 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.

Where the school is oversubscribed, further information will be required to verify the home address e.g. council tax or utility bill. Applicants may also be required to provide other supporting evidence such as benefit payment arrangements or medical card.

When families move to the designated area, documentary evidence of the move must be provided e.g. rental agreement or exchange of contracts.

Where a family claims to be resident at more than one address, applicants will be required to provide justification and evidence of a family's circumstances (e.g. legal separation). If a student spends part of the week with parents at different addresses, the home address will be where they usually spend the majority of the school week (Sunday 1800hrs to Friday 0900hrs), including adjacent nights) with a parent.

Waiting Lists

Waiting lists will not be held for sixth form admissions.

Late Applications

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

Applications received after the normal admissions round

Applications received after the notification date will be considered as an 'in-year' application. Places will only be offered if places on requested courses are available and the student meets academic requirements of the course.

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

Allocation of places is based on individual students meeting the requirements of their chosen course. No guarantee of a place is given to other siblings applying to the school from the same family.

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.

Applicants 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.

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

Appeals

Where it is decided that an internal or external student is not offered a place because they do not meet the requirements of a particular course, the school will offer an alternative course of study.

Applications may be rejected because the applicant does not meet minimum entry standards published for entry to the sixth form, or – in the case of external applicants – because the sixth form is full. In all cases, the school will provide a letter of explanation to the applicant of the decision to reject their application together with an explanation of how to appeal.

The student and their parent; may appeal separately or jointly appeal against non-admission to an independent panel. This will be explained in the school's decision letter. Appeals should be made to:

Clerk to the Appeals Panel
Wokingham Borough Council
Democratic Services
Shute End
Wokingham
RG40 1WQ

Tel No: 0118 974 6059

Information on appeals is also available at:
www.wokingham.gov.uk/admissionappeals.