

**TITLE** Admission arrangements for voluntary aided schools and Academies

**FOR CONSIDERATION BY** Admissions Forum on 22 February 2012

**REPORT PREPARED BY** Sue Riddick

#### **SUMMARY**

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

#### **RECOMMENDATIONS**

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

#### **SUPPORTING INFORMATION**

Admission arrangements for 2013/14 are attached from the following aided schools:

All Saint's CE Aided Primary School – the eight week consultation period has now concluded - local authority response is attached.

Earley St Peter's CE Aided Primary School – the eight week consultation has now concluded – local authority response is attached.

Finchampstead CE Aided Primary School – deadline February 29, 2012

Grazeley Parochial CE Aided Primary School – determined arrangements, no consultation undertaken

Sonning CE Aided Primary School – no consultation undertaken, these are determined arrangements for comment

Shinfield St Mary's CE Aided Junior School – no consultation undertaken, comments sent to school attached.

St Dominic Savio Catholic Primary School – deadline February 20, 2012

St Sebastian's CE Aided Primary School – no consultation undertaken, these are the determined arrangements for comment

Proposed admission arrangements for 2013/14 are attached from the following Academies.

The Piggott Church of England School – deadline February 24, 2012

Maiden Erlegh School – deadline 29 February, 2012

The Holt School and St Teresa's Catholic Primary School are not consulting on any changes to their admission arrangements and no policies have been submitted to date.

Proposed admission arrangements for 2013/14 are attached from Oakbank School, the proposed Free School together with local authority response to the second consultation relating only to its admission arrangements.

The local authority has made an initial check of the proposed policies to ensure compliance with the School Admissions and School Admissions Appeals Codes and the observations are attached.

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

School Admissions Code and School Admissions Appeals Codes 1/2/12 and relevant regulations

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<b>Date</b> 10 February 2012	<b>Version No.</b> 1

## -ALL SAINTS CE (AIDED) PRIMARY SCHOOL, WOKINGHAM

### SCHOOL ADMISSION ARRANGEMENTS SEPTEMBER 2013 – AUGUST 2014

#### 1. Introduction

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

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

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

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

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

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

The application form provided by a child's home local authority must be used for all admissions to Foundation Stage 2 (Reception) for September 2013. For children resident in the Wokingham area the relevant form is the Wokingham Borough Council common application form. The booklet explains how parents (note 1) can express a preference for a school and how to give

reasons for that preference. It will give the timetable for applications and details of how parents will be informed of the result of their application. It will also give details of how applications received after the deadline will be dealt with and how waiting lists will be handled.

Entry in 2013 is therefore open to all children born between 1 September 2008 and 31 August 2009 and such children will be offered a full-time place in the FSU from September 2013.

Parents may request that a child's entry is deferred until later in the school year (but not later than the term after the child's fifth birthday). The school will hold a place for that child as long as it is within the same academic year. If, by deferring the place, it would mean starting in a new school year, then a new application must be made which will be considered alongside all other applications made for that year. In other words, parents wishing to defer entry of children who reach five between 1<sup>st</sup> April and 31<sup>st</sup> August 2014 to September 2014 would have to apply for a place in Year 1 in school year 2014-15 when there is no guarantee of a place being available.

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

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

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

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

All applications must be received by the child's home local authority by 15<sup>th</sup> January 2013. By xxxxxxxx 2013 the governors of All Saints C of E (Aided) Primary will have reviewed the applications and advised Wokingham L.A. as to whom they are able to offer places. On the date indicated in the home local authority's co-ordinated scheme the home local authority will notify parents by post of the school allocated to their child. Parents must accept the offer of a place by the date indicated in the home local authority's letter. Any appeal against non-allocation of a place at the school must be submitted as described in that letter.

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

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

All Saints CE (Aided) Primary School was able to offer places to all applicants in 2011.

### **4. Oversubscription Criteria**

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

1. Looked after children (see Note 2) or 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.
2. Children who have a sibling (Note 3) living in the same family unit who is in attendance at the time of application and who is expected still to be at the school when the applicant child would enter the school.
3. Children with a normal address within the Ecclesiastical Parish of All Saints, Wokingham (see Note 4). A map showing the Parish boundary is appended to this policy. Alternatively, parents can check whether their address falls within this area by accessing [www.achurchnearyou.com](http://www.achurchnearyou.com) or by contacting the school on 0118 9787173 and providing an address and postcode. A further copy of the map showing the Parish boundary is available in the school office.

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

4. Children who are siblings, living in the same family unit, of former pupils of the school (including The Palmer Junior School and Whitelocke Infant & Nursery School)
5. Children of staff at the school where:

- the member of staff has been employed for two or more years at the time the application for admission is made
  - the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
6. Children who have a serious medical, physical or psychological condition which makes it essential that they attend the preferred school, rather than any other. These reasons must be fully supported by written confirmation from the professional person involved with the family (see Note 5). Family medical needs will only be considered in exceptional circumstances.
  7. Children with exceptional social or family needs which makes it essential that they attend the preferred school, rather than any other. The application must be supported by written evidence provided by a Social Worker, a Welfare Officer or an appropriate person associated with the family (see Note 5).
  8. Any other children.

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

#### **5. Resource Unit**

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

Applications for places in the Resource Unit are managed by the Wokingham Local Authority and referred to the Governing Body of the school. Wokingham L.A. allocates these places to children according to their needs. They may include children from neighbouring authorities.

Contact details for the L.A. are:

Nicola Allan, Inclusion Manager

Wokingham Borough Council  
Highwood School Annexe  
Fairwater Drive  
Woodley  
Reading  
Berks  
RG5 3RU

0118 9746880

## **6. Late Applications**

The closing date for applications for school places in the normal admission round will be 15<sup>th</sup> January 2013. The school will follow the usual procedure of Wokingham Borough Council in dealing with late applications and will, as far as possible, accept applications that are received 'late' for a good reason, e.g. when a single parent has been ill for some time, or a family has just moved into the area or is returning from abroad. Parents must provide an accompanying letter explaining their reasons for a 'late' application for consideration and where such reasons are considered to be sufficient, the application will be processed as if it had been received before the closing date.

Any changes to existing applications received after 15<sup>th</sup> January 2013 will be dealt with as 'late' and considered after the main allocation of places.

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

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

## **6. In-Year Applications**

Parents apply direct to All Saints as an 'own admission authority school'. The Governors of the school will consider admission against places available as and when requested to do so. The school will ensure that the LA is kept informed of any application and its outcome.

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

All admissions to other year groups at the school depend upon whether there are places available within the year group. Information on the availability of places can be obtained from the school.

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

#### **7. Waiting List**

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

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

Parents are reminded that it is necessary to accept the offer of a place within 14 days as part of the co-ordinated scheme.

#### **9. Appeals**

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

For further information please contact:

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



## **10. Review**

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

## **11. Contact Details**

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

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

Tel: 0118 9787173

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

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

## **APPENDIX 1 ~Notes**

### **Note 1**

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

### **Note 2**

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

### **Note 3**

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

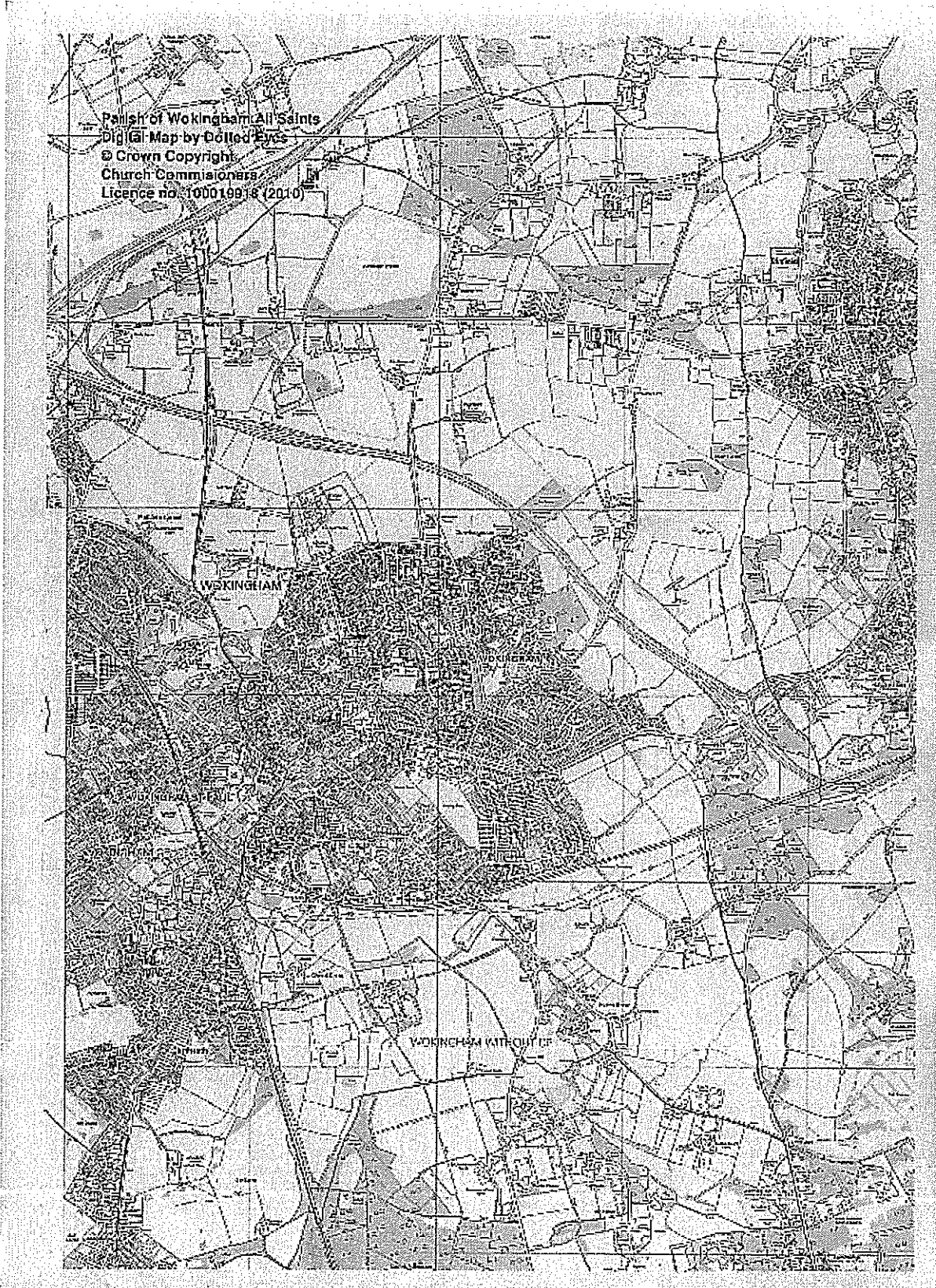
In the event of an application on behalf of children from a twin or multiple birth where admission of more than one of the children would cause the school to exceed its planned admission number of 45, all the children will be admitted irrespective of the fact that to do so may break the infant class size limit in line with current legislation.

### **Note 4**

By 'normal home address' we mean the child's home address. This is your child's address at the time you make an application for a place. We regard a child's home address to be where he/she spends the majority of the school week (Monday to Friday including nights). The school reserves the right to check the validity of any address given by asking for evidence such as inclusion on the electoral roll or a recent council tax or utilities bill confirming your name and address. If there is any reason why a child does not live at his/her parents address, for example, he/she is resident with a Grandparent, you must inform us on the application form. If you do not declare any arrangements like this, or use a relative's address for your application, we may consider that you have made a false declaration and withdraw the offer of a place. However, if you are moving into the area served by the school we will request that you provide evidence of your move, e.g. a solicitor's letter or a letting agreement, before considering an application. We need to know that you will be resident in the Ecclesiastical Parish of All Saints, Wokingham, on 1 September 2013.

### **Note 5**

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



**From:** Sue Riddick  
**Sent:** 06 February 2012 12:56  
**To:** Head.Allsaints  
**Cc:** Admin.allsaints; Piers Brunning  
**Subject:** Admissions 2013-2014 Consultation Process  
 Dear Tina

Thank you for forwarding the proposed admission arrangements for All Saints CE Aided Primary School, which I understand has received comments from the Oxford Diocese and were available for comment until today as part of the annual consultation on admission arrangements.

The policy has not received consideration by the School Admissions Forum as their meeting is not due to take place until 22 February, however your proposed policy together with my comments will be submitted to them, for their information.

I note that no policy was received for F1 – nursery and therefore I am unable to comment on those, however I would remind you that the school will need to determine those arrangements for 2013/14 and forward to the local authority along with the school policy.

I would make the following comments regarding the proposed arrangements on behalf of Wokingham Borough Council for consideration by the governing body prior to determination.

### **PROPOSED SCHOOL POLICY**

For information, we are proposing within the co-ordinated scheme that application forms will be forwarded to own admission authority schools by February 8, 2013.

**Criterion 1 – Looked after children and previously looked after children.** Whilst the criterion is correct, note 2 requires amendment. The school might want to consider what evidence should be provided by parents to verify an application made under this criterion e.g. copies of the special guardianship order, adoption order or residence orders (1.7 refers) and to make any requirements clear within the policy. It is also recommended that the school identifies what is meant by the term previously looked after child (the Code wording is on page 9 – notes 17 to 20 inclusive).

**Criterion 2 – sibling.** I would question whether it is reasonable to 'state at the time of application'. One option might be to state 'at the deadline for applications', this allows for in-year application to be handled if the starting school and sibling in-year applications are submitted at the same time. The new wording is also not compatible with how the schools handles late applications which states that late applications will, as far as possible, accept applications that are received 'late' for a good reason.

**Criterion 4 – siblings of former pupils.** Whilst this is a valid criterion in respect of the new Code, I would question why the school is expanding its list of criteria to include these children. Historically, the school is undersubscribed and therefore these children would normally be admitted and I am aware that the Office of the Schools Adjudicator is particularly keen on ensuring that schools do not have overly complex arrangements. Please also ensure that the school provides a clear and simple definition of such former pupils (Code 1.11 refers)

**Criterion 5 – children of staff.** My previous comments apply to this criterion too. The school should define what it means by 'staff', for instance does this include dinner ladies or kitchen staff?

**Criterion 6 and 7 – medical and social.** I would question why these criteria are low in the school's list of criteria as if it is proved that it is essential that they attend the school, it might reasonably be considered that they should have higher priority.

**Tiebreaker** – the local authority is currently consulting on an amendment to the wording which provides more accurate information about how the measurement is taken. We would recommend that the school adopts similar wording reflecting the system used by the local authority.

**In-year** - I note from the proposed policy that the school is intending to handle its own in-year applications. Whilst there is no requirement to co-ordinate in-year applications, Wokingham Borough Council is proposing to continue with a locally agreed in-year co-ordinated scheme (similar to that which operated prior to the requirement to co-ordinate fully with other local authorities) allowing parents to apply direct to Wokingham Borough Council and will also be available to own admission authority schools. We will also continue to liaise with neighbouring local authorities where they receive applications for Wokingham schools within the

proposed in-year co-ordinated scheme. We are proposing within that scheme that all offers will be made by Wokingham School Admissions direct to any parent with a copy to the home local authority to reduce any delays in offering school places.

Where a preference is expressed for a school operating outside the proposed co-ordinated scheme on the application form received by Wokingham, parents will be advised to complete the single preference form for the school and to send direct to the school, as it is not appropriate for the school to see the ranking of preferences for other schools on Wokingham Borough Council's four preference (if determined) application form. Parents may of course then hold more than one offer.

I note that the school states that information on the availability of spaces will be available from the school but would advise that the school must ensure that the local authority is aware of the availability of places too to be able to provide information to parents regarding availability of places in all schools (Code 2.21).

**Note 3** – how will the school handle applications for children within the same birth year if oversubscribed and the children split as such children are not considered exceptions under Infant Class Size legislation.

**Appeals** – the new Appeals Code includes a deadline for lodging appeals which allows appellants at least 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeals. I recommend the school makes this clear in its arrangements.

### Next Steps

Once determined, I would be grateful if you would send me a copy before 1 May 2012 and to ensure that the determined arrangements are available to view on the school's website advising that parents can object to the Office of the School's Adjudicator by 30 June 2012 where they consider that the determined arrangements do not meet the mandatory requirements of the School Admissions Code.

The local authority will then publish them to its website advising that admission arrangements have been determined in its area and inviting objections as above.

I trust that the above comments will enable the governing body to determine the arrangements. If you require any assistance or clarification, please contact me.

Regards

Sue Riddick  
School Admissions Lead Officer  
Children's Services  
Wokingham Borough Council  
PO Box 156, Shute End  
Wokingham RG40 1WN

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sue.riddick@wokingham.gov.uk  
www.wokingham.gov.uk

**Please note that this policy is subject to changes following decisions which may be made subsequently by Parliament**

Consultation  
Document  
24.11.11

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

### **Governors' Admissions Policy for the Academic Year 2013-2014**

Earley St. Peter's CE Primary School is a Voluntary Aided School. As such the Governing Body is the admissions authority for the school. The school is a partner in the co-ordinated admission scheme arrangements for primary admissions in Wokingham Local Authority (LA) and follows the Wokingham Borough admissions timetable (appendix A). The governors believe that these arrangements comply with all relevant legislation, including that on infant class sizes and equal opportunities.

The published admission number for the academic year 2013-2014 will be 70.

Therefore in 2013-2014 the Governors will admit a maximum of seventy children whose fifth birthday falls between 1<sup>st</sup> September 2013 and 31<sup>st</sup> August 2014.

For admission to the 2013-2014 academic year, the school will offer all children full time schooling in the September following their 4<sup>th</sup> birthday. This change came into effect in February 2010.

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

Parents will have the right to defer entry until later in the year or until their child is of statutory school age. In such cases the school will reserve the place for the child. If parents of children whose fifth birthday falls between 1st April and 31st August 2014 wish to defer entry to September 2014, they would have to make a separate application for a Year 1 place in September 2014. In such instances, there may be no places available in Year 1, which could have 70 children transferring from the Reception Year 2013-2014.

It must be noted that the Governing body and the school will adhere to Wokingham Borough Council's co-ordinated admission scheme. It should also be noted that parents living outside the Wokingham LA area should apply to the LA in which they live (the home LA). Offers of places will be made by that home LA on behalf of the school. Therefore, parents of children living in Reading should apply on Reading's common application form expressing a preference for Earley St. Peter's Church of England Primary School.

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

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

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

**Category 1**

Looked-after children 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.

**Category 2**

Children, at least one of whose parent(s) is/are regular worshipper(s) (at least once a month for at least the 12 months preceding the application date) at one of the churches named in appendix B. In order for an application to be considered under this criterion the parent(s) must complete the Church attendance details form (the supplementary information form) and submit it separately to the School whilst forwarding the common application form directly to the home LA by 15 January 2013.

**Category 3**

Children with a sibling on the roll of the school at the time of application and who is expected still to be in attendance at the time of entry to the school.

**Category 4**

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

**Category 5**

Children, at least one of whose parent(s) is/are regular worshipper(s) (at least once a month) at one of the churches named in appendix B, but has/have not been worshipping there for the minimum period of at least the 12 months prior to the application date; but who has/have been a regular worshipper(s) at their/his/her previous church (so the total qualifying period will be regular worship at least once a month for at least 12 months prior to the application date). In order for an application to be considered under this criterion the parent(s) must complete the Church attendance details form (the supplementary information form) and submit it separately to the School whilst forwarding the common application form directly to the home LA by 15 January 2013.

### **Category 6**

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

Within these categories, should the need arise; priority is given to children living closest to the school. Distances will be measured using the Local Authority GIS computerized mapping system. The distance is measured as a straight line between the Land Property Gazetteer address points between the respective home address and the School. In the event of identical or equidistant addresses, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out in the presence of an independent person.

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

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

**0** appeals were made.

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

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

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

**\*includes one child with a statement of special educational needs.  
3 in-year appeals were made and all were settled.**



For entry to the F2 Rising 5 (Reception Year) in 2011/2012, the school received 132 (inc. 2 late) applications.

2011/2012	No. applications	No. offers
Category 1 Looked after	0	0
Category 2 Church (local)	16	12
Category 3 Sibling	37	36
Category 4 Catchment	22	8
Category 5 Church (other)	0	0
Category 6 Other	57	*14
<b>Total</b>	<b>132</b>	<b>70</b>

**\*Includes 2 applications received after the deadline**

**2 appeals were made, both were refused.**

For entry to the F2 Rising 5 (Reception Year) in 2012/2013, the school received x applications. **(The following will be updated after the allocation date).**

2012/2013	No. applications	No. offers
Category 1 Looked after		
Category 2 Church (local)		
Category 3 Sibling		
Category 4 Catchment		
Category 5 Church (other)		
Category 6 Other		
<b>Total</b>		

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

## **APPENDIX A**

### Admission Arrangements for 2013-2014

In **November** 2012, common application forms will be sent by the child's home Local Authority to parents who have registered to receive a an application pack for those children who reach compulsory school age between 1<sup>st</sup> September 2013 and 31<sup>st</sup> August 2014. Applications for entry to Earley St. Peter's CE (Aided) Primary School in the school year commencing September 2013 must be on the common application form.

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

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

If no supplementary information form is submitted by the closing date then the application will not be considered under these criteria and ranking will be affected accordingly. Parents should be aware of their right to express a preference for particular schools – further details are available in the Wokingham LA booklet – 'A Parent's Guide to Primary Admissions' or their respective Local Authority. **Parents may also apply online.** The deadline for applications is **15<sup>th</sup> January 2013.**

**Please note** 'Parents who wish to change their preference for oversubscribed schools **after** the closing date will not be allowed to do so without a genuine reason for doing so, e.g. the family has recently moved to another address for a school not previously requested, provided that such moves take place prior to the closing date and evidence is provided. Moves made after this deadline will necessitate the application being dealt with as a 'late application'. Requests for a change of preference will be considered by an Admissions Panel of at least two 'Governors'.

The LA will collate the information and send copies of the forms to the school for consideration by the Governing Body. During February/March 2013 the Governors' Admissions Committee will consider all the complete applications received by the published admission deadline, and in the event of more than 70 applications being received, places will be allocated strictly according to the over subscription criteria. All applications will be treated equally, irrespective of need or ability and without reference to the positioning in the ranked list on the application form. However, there may be exceptions for applicants outside their normal age group. Please see below.

Parents will be notified in writing of the result of their application by the home LA on the date indicated in that LA's admissions booklet and details of how to accept an offer will be included in the offer letter.

Parents whose application for the 2013-2014 intake is not successful are automatically entitled to a right of appeal. Appeals against the Governors' decision not to admit a child should be sent on the appropriate appeal form, to the Chair of Governors, at the school, within 20 school days of receiving the letter refusing a place. An appeal form can be obtained from the school secretary or the school website.

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

school in the same academic year if there is a major change in circumstances.

From 2013/14, any in-year admissions (e.g. for families who have recently moved home) must be made directly to the school. The home LA **must**, on request, provide information to a parent about the places still available in all schools within its area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority.

The school maintains a waiting list for those children who are not offered a place, including those unsuccessful at appeal; the order of priority on the waiting list is the same as the list of criteria for over-subscription. No account is taken of length of time on the waiting list. Waiting lists are maintained for each year group which is full. Should a casual vacancy occur, a place would be offered to the child at the top of the waiting list using the over-subscription criteria (unless an application has been received that takes priority over the waiting list). The school periodically seeks confirmation that parents wish a child's name to be kept on the waiting list.

**The school subscribes to the Local Authority's Fair Access Protocols and this may have an effect on the admissions waiting list. (Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol must take precedence over those on a waiting list.**

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

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

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

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

#### The School does not accept applications for children who will not reach the age of five during the admission year 2013-2014

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

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

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

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

## **APPENDIX B**

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

### Parish churches of:

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

### Also: The following non-Anglican churches

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

## APPENDIX C

List of roads in the school's catchment area

Anderson Ave	Erleigh Court Gardens	Nuthatch Drive
Barrington Close	Fairview Ave	Oldfield Close
Blackthorn Close	Gardiner Place	Palmerstone Rd
Byron Rd	Gladridge Close	Pitts Lane
Chiltern Crescent	High Tree Drive	Pocket Place
Church Rd (both sides excluding odd nos. 1 – 67)	Hilltop Rd	Sidmouth Grange Close
Courts Rd	London Rd (south side nos. 228 – 404 only)	Sidmouth Grange Rd
Culver Lane	Mays Close	Stanton Close
Delamere Rd	Mays Gate	Station Road (no 4, Corner House, No 5, Tudor Cottage, No 7, The Haven, No 9 Flats 1-5 and No 9, The Willows.
Eastcourt Ave	Mays Lane	The Drive
Erleigh Court Drive	Milton Rd	Whitegates Lane
		Wokingham Rd (north side nos. 197 – 251 only)

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

## APPENDIX D

### Terms used as defined below:

#### Parent

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

#### Home address

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

#### Sibling

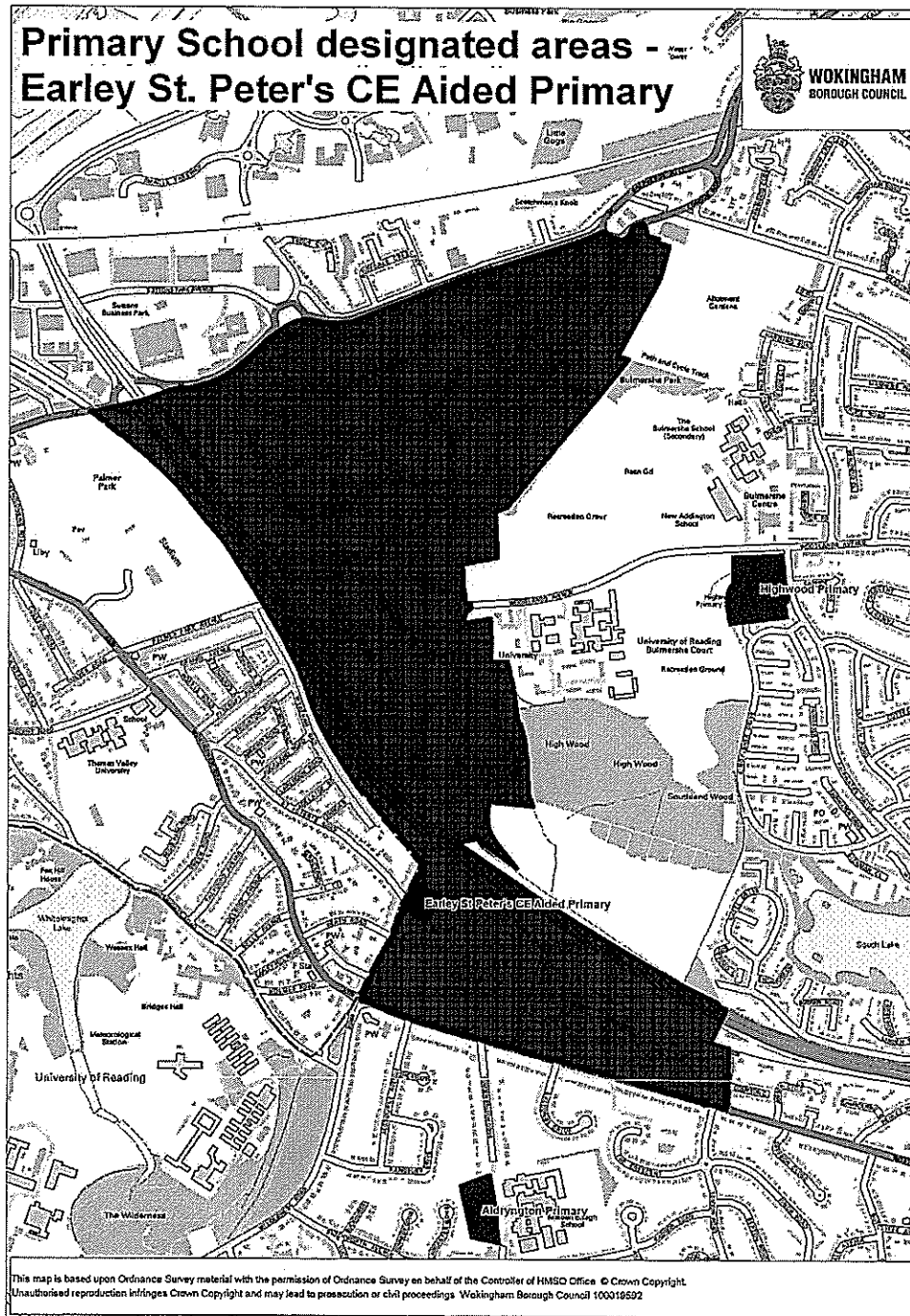
Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/ carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. In the case of a multiple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

#### Looked After Children

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

## Appendix E

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



Map reproduced and published with permission from the LA (August 2011)

Revised 24th November 2011

Please note that this document is subject to changes following decisions which may be made subsequently by Parliament



*Founded 1848*

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

### ADMISSION APPEAL FOR A VOLUNTARY AIDED SCHOOL

---

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

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

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

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

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

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

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

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

Name \_\_\_\_\_

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

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

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

### Grounds for appeal

Please give details of reasons why you believe your child should be admitted to the school and on what grounds you are appealing:

- a) Refusal on the grounds of infant class size prejudice
- b) Other reasons

Please use extra space if necessary, and include any documents that you feel might strengthen your case.

---

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

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

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





**Please note that this document is subject to changes following decisions which may be made subsequently by Parliament**

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

*For the Academic Year 2013-14*

Parental Church Attendance Details (the Supplementary Information Form)

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

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

**Category 2**

Children, at least one of whose parent(s) is/are regular worshipper(s) (at least once a month for at least the 12 months preceding the application date) at one of the churches named in appendix B of the School Admission Policy and also hereunder:

Parish churches of:

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

Also: The following non-Anglican churches

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

**Or**

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

**Category 5**

Children, at least one of whose parent(s) is/are regular worshipper(s) (at least once a month) at one of the churches named in appendix B, but has/have not been worshipping there for the minimum period of at least the 12 months prior to the



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

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

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

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

Signature.....

Date.....

Position at Religious Establishment .....

Please note that this policy is subject to changes following decisions which may be made subsequently by Parliament

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

### **ADMISSIONS POLICY**

Academic year 1<sup>st</sup> September 2013– 31<sup>st</sup> August 2014

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

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

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

---

### **REGISTRATION**

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

### **ADMISSION INFORMATION**

1. Children will normally be admitted to the Nursery in the September after they turn three years old. (i.e. the child will turn 4 years old during the academic year 2012-13).
2. The Nursery offers 52 part-time places i.e. 26 children in the morning and a further 26 children in the afternoon with a maximum free entitlement of 15 hours per week. In order to offer nursery experience to as many children as possible, no full-time places will be available. Therefore children will normally attend a maximum of five morning sessions or five afternoon sessions.

Morning: 8.30 am – 11.30 am  
Afternoon: 12.30 pm – 3.30 pm

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

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

### **ADMISSION PROCEDURE**

1. Parent(s) who have registered their child will receive a Nursery application form by post. They are asked to complete & to give as much information as possible on this form.
2. The Governors' Admissions Panel will meet annually and will consider the information on each application form before allocating the 52 available places, according to the Admissions Criteria.
3. All offers of places will be made in writing.
4. All offers of places must be accepted within 14 days of the offer being made.
5. Parents who refuse a place must re-apply if they wish their child to be considered for a place in future.
6. Late applications or transfers from other nurseries will be considered by the Governors if casual vacancies occur.
7. A Waiting List will be kept by the Nursery for unsuccessful applicants. Places will be offered from the Waiting List, if a casual vacancy occurs, in category order (see 'Admissions Criteria'). Priority for those children who will turn four years old during the academic year 2013-14 will be given to those children living closest to the school. Distances will be measured using the Local Authority GIS computerized mapping system. The distance is measured as a straight line between the Land Property Gazetteer address points between the respective home address and the Nursery. In the event of identical or equidistant addresses, random allocation will be by supervised drawing of lots, carried out in the presence of an independent person.
8. If during the year, a casual vacancy occurs and there are no children on the waiting list who will turn four during the academic year 2013-14, then the Governors will offer the place to the oldest child who will turn four years old during the following academic year 2014-15 according to the admissions criteria.
9. Parent(s) whose application is unsuccessful have no statutory right of appeal but may ask the Governors' Admissions (Personnel) Committee to formally reconsider the application.

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

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

## ADMISSIONS CRITERIA

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

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

- Category One: Looked-after children 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.
- Category Two: Children living in the roads listed below.
- Category Three: Children living in the Wokingham Borough Council part of Earley (these are roads in the administrative area of Earley as listed by Earley Town Council), but not in one of the roads listed below.  
**(Children living in the Reading Borough Council part of Earley are not included in this category)**  
**Clarification can be sought by viewing the Earley Town Guide published by Earley Town Council either at the Council offices or on their website.**
- Category Four: Any other children whose parent(s) wish them to attend Earley St. Peter's Nursery.

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

**Please note that should two or more children rank equally under any of the above criteria and there is only one place available, the tiebreaker is the child living closest to the Nursery (School), (please refer to Admissions procedure 7 for details).**

### List of roads in Category Two:

Anderson Avenue	Barrington Close
Blackthorn Close	Byron Road
Chiltern Crescent	Church Road (both sides excluding odd nos. 1 – 67)
Courts Road	Culver Lane
Delamere Road	Eastcourt Avenue
Erleigh Court Drive	Erleigh Court Gardens
Fairview Avenue	Gardiner Place
Gladridge Close	High Tree Drive
Hilltop Road	London Road (South Side nos. 228 to 404 only)
Mays Close	Mays Gate
Mays Lane	Milton Road
Nuthatch Drive	Oldfield Close
Palmerstone Road	Pitts Lane
Pocket Place	Sidmouth Grange Close
Sidmouth Grange Road	Stanton Close
Station Road (no 4, Corner House, No 5, Tudor Cottage, No 7, The Haven, No 9 Flats 1-5 and No 9, The Willows.	The Drive
Whitegates Lane	Wokingham Road (North Side nos. 197 to 251 only)

**Terms used as defined below:**

Looked After Children

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

Please note that this document is subject to changes following decisions which may be made subsequently by Parliament



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

**APPLICATION FOR ADMISSION (for 2013-14)**

**DETAILS OF CHILD:**

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

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

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

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

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

**NAME OF PARENT(S)/GUARDIANS:**

Title	Forename	Surname	Relationship to child	Daytime Tel. No.

Correspondence to be addressed to .....

**ADMISSION CRITERIA**

Please tick the box that is relevant to your application.

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

Children with a Statement of Special Educational Needs naming Earley St. Peter's Nursery

Category One: 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.



Category Two:	Residence in a road listed in the Policy	<input type="checkbox"/>
Category Three:	Children living in the Wokingham Borough Council part of Earley (these are roads in the administrative area of Earley as listed by Earley Town Council), but not in one of the roads listed in the Admission Policy. <b>(Children living in the Reading Borough Council part of Earley are          not included in this category)</b> <b>Clarification can be sought by viewing the Earley Town Guide published          by Earley Town Council either at the Council offices or on their website.</b>	<input type="checkbox"/>
Category Four:	Other reason. (Please state reason)..... ..... .....	<input type="checkbox"/>

**Please note:**

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

**Declaration:**

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

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

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

**From:** Sue Riddick  
**Sent:** 23 January 2012 16:35  
**To:** Admin.Earley St Peters  
**Cc:** Head.Earley St Peters  
**Subject:** Admissions 2013-2014 Consultation Process  
 FAO Mrs A Jackson, Admissions Governor

Dear Alison

Thank you for forwarding the proposed admission arrangements for Earley St Peters CE Aided Primary School, which I understand has received comments from the Oxford Diocese and were available for comment until today as part of the annual consultation on admission arrangements.

The policy has not received consideration by the School Admissions Forum as their meeting is not due to take place until 22 February, however your proposed policies and forms together with my comments will be submitted to them, for their information.

I would make the following comments regarding the proposed arrangements on behalf of Wokingham Borough Council for consideration by the governing body prior to determination.

### **APPEAL FORM**

I note that there is a section on the form where a parent may indicate that they are appealing on infant class size grounds. It is feasible that the number of children allocated at KS1 might suggest that an infant class size appeal is a possibility based on the school's admission number - Reception = 70, year 1 = 70 and year 2 = 70, which totals 210 children divided by 1:30 teacher/pupil ratio which equates to seven mixed age classes at key stage 1. Is this how the school organises?

If the school does not organise as above, then it is unlikely (unless there are over 20 appeals for Reception) that there would be an infant class size appeal for the school and therefore the question on the form is largely irrelevant and misleading. The general question asking for the reason for the appeal should pick up if a parent considers that their appeal is an infant class size appeal.

Parents are advised by the local authority in the appeal statement which accompanies the offer letter why they were unsuccessful in their application for higher ranked preferred schools. I would suggest that the school robustly indicates, at that stage, whether the appeal is likely to be an infant class size appeal, potential infant class size appeal or not considered to be an infant class size appeal, in the statement provided to the local authority with the ranking to ensure clarity to parents.

### **PROPOSED SCHOOL POLICY**

**Deferment** - Parents no longer have the right to defer entry; the Code (2.16) states that 'parents can request that the date their child is admitted to school is deferred'. The expectation is that they can do so within the academic year.

**Category 3 – sibling** - I would question whether it is reasonable to 'state at the time of application'. One option might be to state 'at the deadline for applications', this allows for in-year application to be handled if the starting school and sibling in-year applications are submitted at the same time. The new wording is not compatible with how the schools handles late applications which states that late applications will not be allowed 'without a genuine reason for doing so, e.g. the family has recently moved to another address for a school not previously requested'.

**Tiebreaker** – the local authority is currently consulting on an amendment to the wording which provides more accurate information about how the measurement is taken. We would recommend that the school adopts similar wording reflecting the system used by the local authority.

**Changes of preference** – the new Code states that 'any parent can apply for a place for their child at any time to any school outside the normal admissions round'. So your statement may require revision to accommodate changes of preference outside the normal admissions round.

**In-year** - I note from the proposed policy that the school is intending to handle its own in-year applications. For information, Wokingham Borough Council has agreed to continue to liaise with Reading Borough Council where they receive applications for Wokingham schools within the proposed in-year co-ordinated scheme. We have agreed that all offers will be made by Wokingham direct to the parent with a copy to Reading to

reduce any delays in offering school places. Where a preference is expressed for a school operating outside the co-ordinated scheme on the application form received by Wokingham, parents will be advised to complete the single preference form for the school and to send direct to the school, as it is not appropriate for the school to see the ranking of preferences for other schools on Wokingham Borough Council's four preference (if determined) application form. Parents may of course then hold more than one offer.

Where a school is not part of the co-ordinated scheme, the school will need to advise the local authority of both the application and its outcome and this should be advised within the policy. Schools **must** also inform parents of their right of appeal against the refusal of a place.

**Acceptance** - parents should have two weeks to accept the offer of a school place for both in-year and starting school applications.

**Category 1** relating to looked after children or previously looked after children. The school might want to consider what evidence should be provided by parents to verify an application made under this criterion e.g. special guardianship order, adoption order or residence orders (1.7 refers) and to make any requirements clear within the policy. It is also recommended that the school identifies what is meant by the term looked after child or previously looked after child (the Code wording is on page 9 – notes 17 to 20 inclusive).

## **NURSERY POLICY**

Comment above relating to tiebreaker and Category 1 also applies to this policy.

The tiebreaker should also be amended as detailed above.

## **NURSERY APPLICATION FORM**

It would be useful to point out to parents that a separate application process applies for entry into F2 Reception.

## **Next Steps**

Once determined, I would be grateful if you would send me a copy by at least 1 May 2012 and to ensure that the determined arrangements are available to view on the school's website advising that parents can object to the Office of the School's Adjudicator by 30 June 2012 where they consider that the determined arrangements do not meet the mandatory requirements of the School Admissions Code.

The local authority will then issue a public notice by 1 May 2012 informing that admission arrangements have been determined in its area, inviting objections as above and publishing to the local authority's website too.

I trust that the above comments will enable the governing body to determine the arrangements. If you require any assistance or clarification, please contact me.

Regards

Sue Riddick  
School Admissions Lead Officer  
Children's Services  
Wokingham Borough Council  
PO Box 156, Shute End  
Wokingham RG40 1WN

0118 974 6113  
0118 974 6135  
sue.riddick@wokingham.gov.uk  
www.wokingham.gov.uk

## Finchampstead Church of England (Aided) Primary School

### ADMISSIONS POLICY FOR SEPTEMBER 2013-AUGUST 2014

The School can accommodate 119 children, with up to 17 in each year group. The planned number of children to be admitted to the Reception Class in the year September 2013 – August 2014 is 17. The closing date for applications for these reception places is 15 January 2013.

The Governors of a voluntary aided school like Finchampstead are responsible for deciding and publishing an admissions policy setting out all the arrangements for admissions to the school. The Oxford Diocesan Board of Education, Wokingham Borough Council (the local education authority) and other relevant admission authorities, parents and other persons have been consulted about the contents. This policy makes every effort to comply with all relevant legislation, including that on infant class sizes and equal opportunities.

#### **How and when to apply**

The administration of applications in the main Admissions round is handled by Wokingham Local Authority (LA) in consultation with other Local Authorities under a Co-ordinated Admissions Scheme. Dates for applications and offers and the details of the processes for dealing with applications in accordance with the LA Co-ordinated Scheme, including how to express a preference for a school, will be published in the LA booklet which will be available in Autumn 2012. The Governors of Finchampstead C of E (Aided) Primary School will be responsible for ranking applications according to the school's criteria described below but will then give the ranked list to Wokingham LA to collate the preferences and make the formal offers to Wokingham residents, thus ensuring that each child receives an offer of one school place only on or about 16 April 2012 at the highest preference school at which a place is available. It should be noted that parents resident outside Wokingham and wanting a place at the school must apply on the common application form of the LA in whose area they live at the time of the application (the home LA). They will receive the results of their application from the home LA on the date mentioned in that LA's admissions guide.

The Governors do not accept applications for entry before the year in which the child reaches 5.

**For admission to the 2013/14 academic year, the Governors' policy will be to offer all children a full time school place from the September following their 4<sup>th</sup> birthday.**

Parents (see note 1) may request that their child attends part-time until the child reaches compulsory school age (the term after their fifth birthday).

Parents have the right to defer their child's admission until later in the school year or until the child reaches compulsory school age in that school year. Under such circumstances, the school will hold the place for that child and not offer it to another child.

However, parents will not be able to defer beyond the beginning of the term following the child's 5<sup>th</sup> birthday nor beyond the school year for which the application was accepted (i.e. 2013/14). If parents of children who reach their fifth birthday between 1 April and 31 August 2014 do not wish to take up the allocated place until the next school year, the place will not be held. Under these circumstances, a fresh in year application for a Year 1 place will have to be made in the summer of 2014 and a place cannot be guaranteed, as the year group may already be full.

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 or Foundation Stage Leader to agree the effective date.

Appointments will be offered to parents during May 2013 (after offers have been accepted) to discuss part-time or deferment options with the Headteacher or Foundation Stage Leader. These appointments are intended to help parents decide what will be best for their child and enable the school to make appropriate staffing plans.

#### **Applications made beyond the deadline or outside the main Admissions time**

Applications received after the deadline but before offers are made will be considered "late". The Governors will require evidence to support the reason for the late application. If this is accepted, then the application will be processed as if it was on time. Otherwise, it will be set on one side and considered according to the admissions criteria once all the applications submitted on time have been processed and rankings advised to the LA under the Co-ordinated Admissions Scheme, i.e. there may not be places left even for a category 1 child.

Where parents apply after the offers have been made, or where the child is older than the normal admission age (e.g. families who have recently moved home), these are considered as 'In Year' applications. Places will be offered if there is space available in that year group, taking account of the admissions criteria listed below. Details of how to apply and an appropriate application form will be in the LA's composite prospectus.

#### **Application Forms**

Applications for the main Admissions round must be made to the home LA regardless of the location of the school on that LA's Common Application Form. The Local Authorities will co-ordinate applications across boundaries so that subsequently only one offer will be made by the home LA.

**In addition, all applicants under category 3, 5 and 6 (church connection, see below) must also submit the school's Supplementary Information Form** completed respectively by the Rector of Finchampstead and California (for St James' Church connection) or minister of the other Christian church (or other competent church authority at a time when there is no such minister.) **This form is an essential part of a denominational application and must be submitted to the school by 15 January 2013, the same deadline as the Common Application Form. If the Supplementary Information Form is not received on time, the application will be considered under the next appropriate category (which may mean that no place is available.)**

Forms should be obtained from the Local Authority in which the parents reside. For Wokingham Borough Council residents, this is Wokingham LA, Shute End, Wokingham, Berkshire, RG40 1WN. Telephone: 0118 9746105. Its Common Application Form can also be accessed online at [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions).

The Supplementary Information Form can be obtained from the school or is downloadable from the school website, [www.school.finchampstead.co.uk](http://www.school.finchampstead.co.uk) or Wokingham LA's website.

#### **How the School places are allocated**

Children with Statements of Education Need naming Finchampstead C of E School will always be admitted. If the number of applications exceeds the number of places available after places have been offered to these children, the remaining places will be allocated strictly in accordance with the criteria set out below, i.e. first to those in category 1, next to those in category 2, and successively thereafter. If there is insufficient space for all children in any one category to attend, then places will be

allocated to those who live nearest to the school, measured by the LA computerised mapping system as the radial distance between the Land Property Gazetteer address points for the home address and the school. In the event of there being applications of exactly equal distance in a category, the order of those applications will be decided by lot (note 2).

All applications will be considered equally against these criteria irrespective of need or ability. The Governors reserve the right to verify any of the information given on the application forms and the Church reference. Offers may be withdrawn if obtained through a fraudulent or intentionally misleading application.

The Governors have agreed to co-operate with Wokingham Local Authority's In-Year Fair Access Protocols to ensure that unplaced children, especially the most vulnerable, are offered a place as soon as possible, even if the school is full, or if appropriate are given top priority on the waiting list.

Applications for a school place outside a child's normal age group (i.e. gifted and talented children or those who have experienced problems or missed part of a year e.g. due to ill health) will be considered on an individual basis.

**Admission Policy Over-subscription Categories – how the applications are ranked if there are more applications than places available.**

[The figures in brackets after each category show the numbers of children admitted recently to the Reception group to help you judge how likely your child is to gain a place.]

**Category 1.** Children in the care of local authorities as defined by the Children's Act 1989 ("looked-after children"), whether living in the catchment area or not, or children who were previously 'looked after' but immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order as defined by the Children's Act 1989, subject to confirmation from the relevant local authority and discussion to confirm that the School will best meet the child(ren)'s needs. [0 for 2010/11, 1 for 2011/12.]

**Category 2.** Children with a normal home address (see Note 3) within the area defined by the shaded area on the map attached (Finchampstead Village and surrounding roads). A list of the roads involved is also attached. [9 for 2010/11, 11 for 2011/12, one of which was on appeal.]

**Category 3.** Children from parents (see Note 1) at least one of whom is a regular worshipper at the Parish Church of St. James', Finchampstead (see Note 4), and who request admission on denominational grounds **and** having a sibling (see Note 5) who is in attendance at the School at the time of application and expected to be still in attendance at the applicant's point of entry date. [1 for 2010/11, 4 for 2011/12.]

**Category 4.** Children having a sibling (see Note 5) who is in attendance at the School at the time of application and expected still to be in attendance at the applicant's point of entry date. [2 for 2010/11, 2 for 2011/12.]

**Category 5.** Children from parents (see Note 1) at least one of whom is a regular worshipper at the Parish Church of St. James', Finchampstead (see Note 4) and who request admission on denominational grounds. [0 for 2010/11, 0 for 2011/12.]

**Category 6.** Children from parents (see Note 1) at least one of whom is a regular worshipper at another Christian church and who request admission on denominational grounds (see Note 6). [1 for 2010/11, 0 for 2011/12.]

**Category 7.** Children or families with exceptional medical needs [where the application does not fall into an earlier category] supported by written evidence, normally given by an independent medical officer or other appropriate person, showing why the school is the most suitable and the difficulties that would be caused if the child had to attend another school (see Note 7). [0 for 2010/11, 0 for 2011/12,]

**Category 8.** Children or families with exceptional social needs [where the application does not fall into an earlier category] supported by written evidence, normally given by a social worker, Educational Welfare Officer or other appropriate person, showing why the school is the most suitable and the difficulties that would be caused if the child had to attend another school (see Note 7). [0 for 2010/11, 0 for 2011/12,]

**Category 9.** Children of parents who wish them to attend Finchampstead School but do not fall into any of the above categories. [3 for 2010/11, 0 for 2011/12,]

Applications from children with disabilities or other Special Educational Needs but without a Statement will be considered in the same way as any other application.

**Note 1:** A parent is any person who has parental responsibility for, or is the legal guardian of, the child. Where admission arrangements refer to 'parental attendance at church', it is sufficient for just one parent to attend. If in any doubt, please contact the school for advice.

**Note 2:** The drawing of lots will be conducted by two members of the Admissions Committee and the process will be supervised by someone independent of the school.

**Note 3:** by normal home address, we mean your child's home address. This is your child's permanent address at the time you make your application for a place. It is where you and your child live. We regard a child's home address to be where (s)he spends the majority of the school week (Monday to Friday, including nights). We may ask to see official documentation, such as a benefit book or medical card if there are reasons why a child does not live at his/her parent's address. If you do not declare any arrangements like this or use a relative's address for your application, we may consider that you have made a false declaration and withdraw the offer of a place. The school reserves the right to check the validity of any address given. If you are due to move house, we will ask you to produce a solicitor's letter or equivalent evidence.

**Note 4:** The criterion for 'regular' worship being attendance at St James' church services by parent/guardian at least twice a month over the twelve months preceding the application date or, in the case of long term sickness, being in receipt of regular Home Communion, as verified by the Rector on the school's Supplementary Information Form. Families new to the area and to St. James' wishing to claim category 3 or 5 status will also need written references to confirm 'regular worship' from their previous rector/vicar.

**Note 5:** Siblings refers to brother or sister, half brother or half sister, adopted brother or adopted sister, step brother or step sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. In the case of twins, triplets etc or same cohort siblings, the school will offer places in an order drawn by lot (note 2)(multiple births) or to the eldest (birth dates in the same academic year) up to the stated maximum of 17. If this results in splitting the family, parents may wish to decline the offer and seek places for all their children elsewhere.

**Note 6:** The criterion for 'regular' worship being attendance at church services by parent/guardian at least twice a month over the 12 months preceding the application date or receipt of regular Home Communion as verified by the minister of religion or other competent Church authority on the school's Supplementary Information Form.

**Note 7:** the Governing Body reserves the right to seek further information on the exceptional medical or social needs from appropriate professionals.

Parents must accept the offer of a place in accordance with the timing indicated by the home LA admission arrangements (for Wokingham, this is 14 days from the offer letter but other LAs may differ.)

### **Appeals**

The home LA will inform all unsuccessful applicants of their right of appeal and the process for appeals. Appeals regarding this school should be sent to the school for the attention of the Admissions Governor who will forward them to the Appeals Officer at the Diocese of Oxford to arrange for an independent Appeal Panel, constituted in accordance with the School Standards and Framework Act 1998, to hear the appeal. The Diocesan Appeals Officer will write and tell you 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 Finchampstead School is binding in law. It should be noted that, in the event of an unsuccessful appeal against non-admission, it is the Governors' policy not to reconsider applications within the same school year (1 September - 31 August) unless there is a major change in circumstances, e.g. change of address.

### **Waiting List**

In addition to a parent's right to appeal, parents whose application has not been successful may add their child's name to the School's Waiting List. Should a casual vacancy occur, a place will be offered first to any child covered by an In-Year Fair Access Protocol and then to a child on the Waiting List, in line with the arrangements for the Co-ordinated Scheme. The order of priority on the Waiting List is the same as the list of criteria for over-subscription. No account is taken of length of time on the Waiting List. The Waiting List will be retained by the School for the first term of the academic year of admission.

### **Contact Details**

For further information and to arrange visits, please contact the School Office.

Address: Finchampstead Church of England (Aided) Primary School  
The Village  
Finchampstead  
Wokingham  
Berkshire  
RG40 4JR

Telephone: 0118 9732166

Email: [admin@finchampstead.wokingham.sch.uk](mailto:admin@finchampstead.wokingham.sch.uk)

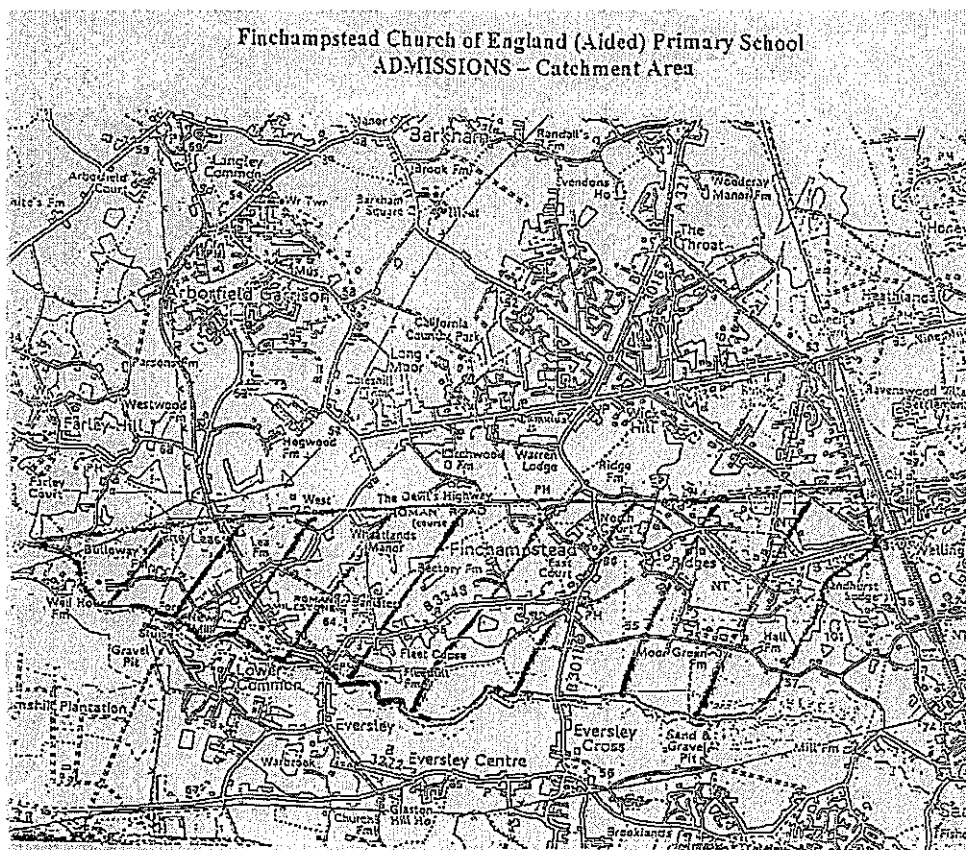
**(Reviewed by the Governing Body in Autumn 2011, to be determined in April 2012 and effective from September 2012.)**



Finchampstead Church of England (Aided) Primary School  
*The Village, Finchampstead, Berkshire RG40 4JR*

Supplementary Information Form 2013-14 to support an application based on a parent/guardian's regular worship at a Christian church

N.B. This form is only required where a parent is seeking admission for a child on denominational grounds (Criteria 3, 5 and 6 of the school's admission arrangements). After completion by the priest or minister, this form should be returned direct to the school by the same deadline as the Local Authority common application form (15 January 2013). For a parent who has moved into the area during the period, a form will be required from both churches showing the part of the 12 month period covered by each.



- |                      |                             |
|----------------------|-----------------------------|
| Blackwater View      | Lower Wokingham Road (part) |
| Burnmoor Meadows     | New Mill Road               |
| Church Lane          | Park Lane (part)            |
| Corfield Close       | Priors Wood                 |
| Cricketer Hill       | Reading Road                |
| Dell Road            | Rectory Hill                |
| Drift Lane           | Roman Ride                  |
| Fleet Hill           | Talisman Close              |
| Fleet Lane           | The Ridges                  |
| Forges Lane          | The Rise                    |
| Jubilee Road         | The Village                 |
| Liddell Close        | Wellingtonia Avenue         |
| Longwater Lane       | Woodmoor                    |
| Longwater Road       |                             |
| Lower Sandhurst Road |                             |

Name of Child:

**Statement of Parent/Guardian regarding 'regular worship':**

(Please print name).....

Church Attended (Full name and address):

I confirm that I have attended church services at least twice monthly over the twelve months preceding this application date.

I confirm that I have received regular Home Communion from the church, because of incapacity. *(Please delete which is not applicable.)*

Please sign & date.....

**Minister's Verification**

I verify the above statement about attendance to be true.

I confirm that the parent or guardian has received regular Home Communion from this church because of long term incapacity. *(Please delete which is not applicable.)*

Signed: .....

Position\*: .....

Date: .....

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

## Grazeley Parochial C of E (Aided) Primary School

### **Admissions Policy for September 2013- August 2014**

The Governing Body of Grazeley Parochial Primary School is responsible for deciding admissions to the school. The Local Authority (LA) (Wokingham Borough Council), through the co-ordinated admission arrangements, manages the application process.

A pupil is enrolled at this Aided School in accordance with the Governors' Admissions Policy, which has been published after consultation with the Oxford Diocesan Board of Education, the Local Authority and other relevant Admission Authorities, in accordance with the School Admissions Code. All applications will be treated fairly, in order of the admissions criteria, irrespective of the need or ability of the child.

Due regard is paid to the Schools Admissions Code and to the implications of wider policies ensuring fair access. The school will be participating in the LA 'in- year' fair access protocol.

Parents can express a preference for this school by completing the Common Application Form obtainable from the LA in which they live at the time of the application (the home LA), which may not be Wokingham or online. If applying under the school's admission criteria 2 and 6 (Denominational grounds) the Grazeley Parochial C of E (Aided) School Supplementary Information Form should also be completed and returned to the school by the **15 January 2013 (See note 7)**.

Applications made after the deadline for receipt will only be considered after all of those received by the deadline.

The supplementary form can be obtained from the school, the school website, [www.grazeley.wokingham.sch.uk](http://www.grazeley.wokingham.sch.uk), Wokingham Borough Council or online [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions)

If the Supplementary Form is not received the application will not be considered under criterion 2 and 6 but will be considered under criteria 3 to 5 and 7

The admission number for entry to the Reception year in September 2013 is 15. Other year groups also have 15 places.

The school does not accept applications for the admission of children who will not reach the age of 5 until the 1<sup>st</sup> September 2014 or later.

Parents of children younger than five have the right to delay entry to the school until no later than the term after the child's fifth birthday (when the child reaches compulsory school age). This must be within the same school year. In other words, parents cannot defer entry until September 2014 for a child whose fifth birthday falls between 1 April 2014 and 31 August 2014.

If the child has not been admitted to the Reception Year in the school year 2013/2014, a separate application should be made in the second half of the summer term 2014 for a Year 1 place in September 2014.

Parents should be aware that the Year 1 group may have no available places as it could be full with children transferring from the 2013/2014 Reception Year.

The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

Until the child reaches compulsory school age, parents also have the right to request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the head teacher.

However, the Governing Body recommends that the child should attend full time when they start school.

### **Admission Over Subscription Criteria**

Children with a Statement of Special Educational Need naming the school will always be admitted to the school whether there are places available or not. Once such children have been offered places, remaining places will be offered according to the criteria below and in that order.

1. Looked after children or children who were looked after but were adopted or immediately after being looked after became subject to a residence order or special guardianship order (See note 6)
2. Children of a parent or parents who live within the Benefice of Loddon Reach and who attend St Michael & All Angels Church Spencers Wood, St Mary The Virgin Beech Hill, South of Reading Christian fellowship or Beech Hill Baptist Church. The child and a parent must have attended church at least twice a month for a period of at least 12 months prior to the date of the application (either on a Sunday or weekday worship) (See

notes 2 & 7) (in accordance with the historic intent of the school's Trust Deed)

Parents moving into the area who have formerly attended church and transfer to one of the churches above will also be eligible for consideration under criterion 2 but will need to provide a Supplementary Information Form (SIF) from both churches.

3. Children who have siblings in attendance at the time of application and who are expected still to be in attendance at the time of their term of entry. (See note 4)

4. Children of parents who live within the Benefice of Loddon Reach and who wish their child to attend this Church of England School.

5. Children/families with strong medical or social reasons for attending the school (see note 8)

6. Children whose parents live outside the Benefice of Loddon Reach and have a strong affiliation with the Church of England or any other Christian church that is a member of Churches Together in Britain or Ireland or of the Evangelical Alliance and the child and a parent have attended church at least twice a month for a period of at least 12 months prior to the date of the application (See notes 2 & 7)

7. Children of other parents who wish their child to attend this Church of England School

The criteria for application are only applied if there are more applications than places.

In the event of there being more applications than places available fulfilling the first or subsequent admissions criteria then admissions to the school will be determined by the distance from the home address and the school in terms of radial distance. Distances will be measured consistently, using the local authority computerised mapping system and the distance will be measured as a straight line between the land property gazetteer address points for the respective home address and school. The child living closest to the school will be considered for a place. Where two applications share the same post code and are equidistant from the school an offer will be made at random in the presence of someone independent of the school.

A map of the catchment area of the school can be obtained from the school office.

In the case of twins or multiple births the admission criteria will be applied to each child for whom an application is made. Where one or more but not all the children could be admitted without exceeding the admission number or the number of place available then each child will be admitted.

Children are admitted to school within their own age group. Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

The Governors of the school will participate in the LA In-year Fair Access Protocol.

This may result in the school being obliged to admit over its admission number.

In- year applications for places in the school will take priority on the school's waiting list in line with the In-year Fair Access Protocol.

Applications from Service Personnel received in year will be offered a place even where class size numbers are breached, except where health and safety regulations are compromised.

Applications for admissions for entry to the Foundation Class (Class 1) in the school year 2013-2014 should be made in accordance with the LA co-ordinated scheme, which is common to all schools in Wokingham Borough Council.

Parents will be required to provide additional information to the LA admission form when applying for a place under criterion 2 and 6 (denominational grounds) in the school. Copies of the Supplementary Information Form will be available from Wokingham's Admissions department (and from the school). Both forms need to be completed and returned to the LA.

The school Admissions Panel will rank applications for admission strictly according to the school admissions criteria and return this list to the LA by the **8<sup>th</sup> February 2013**.

The school's Admissions Committee will make decisions on which children are to be offered a place and the home LA will inform parents of their decision on the date indicated in the home LA's guide (**16th April 2013 for Wokingham residents**).

It is the *Governors'* policy not to reconsider applications within the same academic year unless there is a material change in circumstances.

Parents must accept or decline the offer of a place at the school by the **xxx 2013**.

**Appeals** against refusal for entry should be sent in writing, with reasons, to the Chairperson of the *Governors Admissions Committee* by the **XXXX 2013** A panel organised by the Oxford Diocesan Board of Education will hear the appeal.

Applications made for **other year groups** must be made through the LA and will be subject to application of the criteria by the School's Admissions Committee. Parents will be informed in writing of the decision by the Local Authority.

### **Waiting Lists**

A waiting list is held by the Local Authority for applications or appeals which have not been successful. Should a place become available it will be offered to a child on the waiting list in line with the arrangements for the co-ordinated scheme. The order of priority on the waiting list is the same as the list of criteria for over subscription. The length of time on the waiting list will not be taken into account. The school will keep the LA informed of any places becoming available.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with an in year fair access protocol must take precedence over those children on the waiting list.

Applications to school 2011/2012 were as follows

34 applications were received and ranked according to the admissions criteria

0 were ranked in criterion 1

1 was ranked in criterion 2

3 were ranked in criterion 3

24 were ranked in criterion 4

0 were ranked in criterion 5

5 were ranked in criterion 6

There was one late application ranked criterion 7

There were insufficient places to meet parental preference for 13 applications under criterion 4

For further details please contact the Admissions Governor at the school and the LA Admissions Department

The Admissions Governor  
Grazeley Parochial Primary School  
Mere oak Lane  
Grazeley  
Berkshire  
Tele 01189883340  
Fax 01189886342  
[admin@grazeley.wokingham.sch.uk](mailto:admin@grazeley.wokingham.sch.uk)

Wokingham Borough Council  
P.O.Box 156  
Shute End  
Wokingham  
Berkshire  
RG1 1LY  
01189746105  
[www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions)



## Note

1. **Parent;** a parent is any person who has parental responsibility for or is the legal guardian of the child.
2. **Church Attendance; (criteria 2 and 6)** an adult or adults with parental responsibility and child attend church at least twice a month for 12 months prior to the date of the application.
3. **Normal home address;** child's permanent address at the time of the application. Home address may also include the place where the child spends the majority of the school week (Monday to Friday, nights included). Official documentation may be required if a child does not live at his or her parent's address and should be declared on the application form. **If you do not declare any arrangements that are made or use a relative's address, we may consider a false application has been made and withdraw your application and offer of a place.** Childcare arrangements are not sufficient reason for listing another address. If you are moving into the catchment area, we will ask for evidence of your move before considering any application for a place.
4. **Sibling;** Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
5. If by offering all children a place the class would breach the infant class size legislation, the school will not offer places.
6. **Looked After Children** include children in the care of local authorities as defined by the Children Act 1989. A 'looked after child' is considered as such if the local authority confirms he or she will be in public care when he or she is admitted to a school.
7. Parents will be required to confirm their church attendance in writing and to complete the relevant section on the Supplementary Form. The Priest or Minister of the church must verify the parent's statement. The LA application form must be sent to the

Local Authority and the Supplementary Form returned to the school by the **15<sup>th</sup> January 2013** for the main entry round. For in year applications the LA application form must be returned to the LA and the Supplementary Form to the school.

8. Parents should request a letter from a registered health professional such as a doctor or social worker setting out the particular reasons why this school is the most suitable school for the child and the difficulties that would be caused if the child had to attend another school. This supporting evidence should be submitted with the Common Application Form and will be considered by the School Admissions Committee. A decision will be made based on the ability of the school to best meet the needs of the child.
  
9. **Fair Treatment:** All applications will be treated fairly, in strict order of the admission criteria, irrespective of need or ability of the child or family i.e. disabilities, special needs (without statements) or challenging behaviour. The Governing Body has made every effort to ensure that the Grazeley Parochial Primary School Admissions policy complies with all relevant legislation including that on infant class sizes and equal opportunities.

GRAZELEY PAROCHIAL C of E (AIDED) PRIMARY  
Mere oak Lane, Grazeley, Reading, Berkshire RG7 1JY  
Tel.01189883340 Fax. 01189886342  
E-mail admin@grazeley.woknghan.sch.uk

SUPPLEMENTARY INFORMATION FORM  
THIS FORM NEED ONLY BE COMPLETED IF APPLYING UNDER  
CRITERION 2&7

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE SCHOOL AT THE SAME  
TIME AS RETURNING THE LA APPLICATION FORM  
N.B APPLICATION FORMS MUST BE OBTAINED FROM, COMPLETED AND  
RETURNED TO THE LOCAL AUTHORITY TO WHOM YOU PAY YOUR COUNCIL TAX.

SURNAME OF CHILD..... DATE OF BIRTH .....

CHRISTIAN NAMES ..... BOY/GIRL .....

ADDRESS .....

.....POSTCODE .....

HOME TEL. NO. .... MOBILE NO.....

CHRISTIAN NAME & SURNAME OF PARENTS/GUARDIANS .....

Which Church do you attend? \*

.....

Have you and your son/daughter attended the above named church at least twice a  
month for the 12 months prior to the date of application? YES/NO

Signed:

Print:

Date

To be completed by the priest or minister of.....Church

I confirm that the above declaration regarding attendance and membership of the  
above church is accurate at the time of application.

Signed:.....Print .....

Date..... Telephone no.....

\*See Criterion 2 in the Admissions Policy where you have attended the local church for  
less than 12 months due to a house move.

# **Sonning Church of England (Aided) Primary School**

## **Admissions arrangements for September 2013– August 2014**

The Governing Body of the school, not Wokingham Local Authority (the LA), is responsible for deciding on admissions to the school. 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 in consultation with the Diocesan Board of Education and agreed with the relevant Admissions Authorities and parents. The Governing Body has made every effort to ensure this policy complies with all **relevant legislation**, including that on infant class sizes and equal opportunities.

**Applications for entry to Sonning C of E School in the schoolc year September 2013-August 2014 must be included on the LA Common Application Form for the applicant’s Home Authority (ie the Authority in which the parents/legal guardian pays council tax- the home LA) and must be submitted to that LA. Parents may submit their applications to Reception Class on-line. Full details are available in the LA Admissions Guide.**

**A supplementary information form for Sonning School must also be completed if parents wish to apply under categories 3, 4 or 7 of the oversubscription criteria. Parents should return the Common Application Form to the home LA. Supplementary information forms should be returned to the school or LA.**

**The Governing Body recommends all Parents should read the Wokingham LA Admissions Guide.**

**(Supplementary information forms are available from the school, Wokingham LA, or can be downloaded from either the school’s or Wokingham LA’s websites.)**

The Governors’ Admissions Committee will consider all applications during March 2012 and applications will be ranked in accordance with the oversubscription criteria. Wokingham LA will be notified by 22 March 2013 and the home LA will make offers on behalf of the Governing Body on the date indicated in its admissions guide. Parents (see Note 1) will be given a date by which to accept an offer. 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 you fulfil a higher criterion than that under which places have been offered to other applicants, you will be unsuccessful.

For admission to the 2013/2014 school year, the school 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.

Parents may defer their child’s admission to the school until later in the school year or until the child reaches compulsory school age (the term after their fifth birthday) 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 compulsory school age, this must be discussed with the Headteacher to agree the effective date.

Where parents of children who reach the age of five between 1<sup>st</sup> April and 31<sup>st</sup> August 2014 do not wish to take up the allocated place until the next school year, the place will not be held. A

fresh in year application would have to be made in the summer term of 2014 and there would be no guarantee that a place would be available at the school.

The number of intended admissions for the year commencing 1<sup>st</sup> September 2013 is 30. This number is compatible with the school's duty to comply with infant class size regulation.

**Please note that living in the school's catchment area does not guarantee places since this is dependant on the number of applicants for each admission criterion.**

In the event of there being a greater demand for admission than there are places available, then children with a statement of special educational need naming Sonning C of E School will always be admitted. Once places have been offered to these children, the following criteria will be applied in the order set out below:

1. Any 'looked after child' who is in the care of a local authority or provided with accommodation by that authority or a child who was looked after, but has ceased to be so because s/he was adopted or, immediately after being looked after, became subject to a residence order or special guardianship order.
2. A child with a normal home address in the Ecclesiastical Parish of Sonning, **and** with a sibling already in attendance at Sonning C of E School at the time of application and who is expected to still be in attendance at the time of entry to the school. (A map can be seen in the school office.)
3. A child with a normal home address in the Ecclesiastical Parish of Sonning where at least one parent has been a regular worshipper (at least twice per month) for a year prior to application at either St Andrew's Church, and whose name is on the Church Electoral Roll (Church Membership List); **or** in the case of a family who have recently moved into the Ecclesiastical Parish of Sonning, a child where at least one parent has been a regular worshipper (at least twice per month) for a year prior to application at another Anglican church before the move, and whose name is on that Church's Electoral Roll (Church Membership List).
4. A child with a normal home address outside the Ecclesiastical Parish of Sonning where at least one parent has been a regular worshipper (at least twice per month) for a year prior to application at either St Andrew's Church, and whose name is on the Church Electoral Roll (Church Membership List); **or** in the case of a family who have recently, a child where at least one parent has been a regular worshipper (at least twice per month) for a year prior to application at another Anglican church before the move, and whose name is on that Church's Electoral Roll (Church Membership List).
5. A child with a normal home address outside the Ecclesiastical Parish of Sonning **and** with a sibling already in attendance at Sonning C of E School at the time of application and who is expected to still be in attendance at the time of entry to the school.
6. A child with a normal home address in the Ecclesiastical Parish of Sonning.
7. A child whose parents express a preference for a Church of England School, supported by evidence that a parent has been a regular worshipper (at least twice per month) for a year

prior to application at any other Christian church that is a member of Churches Together in Britain and Ireland.

8. All other children.

Proximity of the child's home will be measured by Wokingham Borough Council's GIS system. 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 (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then divide by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

Applications made on the home Local Authority's Common Application Form, without submission of the supplementary information form and/or relevant supporting evidence described below will still be considered by the Governors Admissions Committee, but under the most relevant oversubscription criteria.

The school will participate in Wokingham Local Authority's In-Year Fair Access protocols which may mean children are admitted over the admission number.

Applications will not be considered more than once in an school year, unless there is a major change in circumstances. e.g. change of address.

**Waiting lists** – in the event of the school being over-subscribed a waiting list will be maintained by Wokingham LA until 31<sup>st</sup> December 2013. Parents will need to re-apply for a place at the school after this date. 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. Children who may be allocated to the school in accordance with the In-Year Fair Access Protocol will take precedence over those children already on the waiting list.

**Applications to other year groups** - Pupils will be admitted provided there are places available in the relevant year group. The number of places for each year group is 30.

The Governing Body will treat all applications equally, irrespective of ability or need.

Applications for in-year admissions should be submitted to Wokingham LA.

**Parent:** A parent is any person who has parental responsibility for or is the legal guardian of the child. Where admission arrangements refer to 'parent's attendance at church' it is sufficient for

just one parent to attend. 'Family members' include only parents, as defined above, and siblings.

**Home address:** is the address of the parents and their child. If the parents do not live together then the address is taken to be the address of the parent with whom the child lives most of the time, even if a child lives at a different address for some days of the week. If someone else cares for the child and receives child benefit for the child, then their address is the child's address. This is your child's permanent address at the time you make your application for a place. We may ask to see official documentation, such as a child benefit book or medical card to confirm your child's address. If there are reasons why a child does not live at his or her parent's address, for example, if he or she is resident with a grandparent, you need to tell us this. If you do not declare any arrangements like this or use a relative's address for your application, we may consider that you have made a false declaration and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Civil Electoral Roll, or a recent utilities bill confirming your name and address. If you are not sure whether or not you live in the Ecclesiastical Parish of Sonning, you can ask the school to check this for you and you will receive a written response.

If you are moving into the catchment area, we will ask for evidence of your move, before considering any application for a place. We need to know that you will be resident in the catchment area on 1<sup>st</sup> September 2013. If you move later we still need evidence before considering an application. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement valid for at least one year from the date your child will start at school.

**Sibling:** Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. Where the application of the oversubscription criteria would result in splitting a multiple birth family (for example where one place remains to be allocated but twins reside at the next nearest address to the school), all multiple birth siblings will be admitted; even if this means exceeding the admission number of 30, or the number of places in a particular year group.

**Supplementary forms:** a supplementary form must be submitted and signed by the priest or church leader confirming church commitment for applications under categories 3, 4 and 7.

**Church Electoral Roll (Church Membership Roll):** the Governing Body will look at the Church Electoral Roll as evidence of membership at St Andrews Church Sonning. For inclusion on the Church Electoral Roll, please contact the Vicar, Reverend J. Taylor, for information.

**Applications in the previous year:** In the year 2011/12 there were 84 applications for places at Sonning School via the Wokingham Borough Council's Coordinated Admissions System.

Places were allocated as follows:

Number of places successful/allocated 2011/12= 30

Under the following Criteria =

Cat 1 = 0

Cat 2 = 11

Cat 3 = 8  
Cat 4 = 0  
Cat 5 = 2  
Cat 6 = 9  
Cat 7 = 0  
Cat 8 = 0

There was 1 appeal for the Reception class which was unsuccessful.

Trends in applications are difficult to judge at present, but compared to last year, a high level of applications from sibling and church attending families application numbers led to no category 7 or 8 children being offered places.

There are established arrangements for appeals against non-admission. In the event of an appeal, parents should contact the school to obtain an Appeal Form which should be completed and returned to the Chair of Governors within 20 school days of being notified of the refusal of a school place. All appeals are held through the Diocese on behalf of the Governors. It should be noted that, in the event of an appeal against non-admission to the school, the school does not consider any further application in the same school year (1<sup>st</sup> September – 31<sup>st</sup> August) unless there has been a significant change of circumstance.

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

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.

From time to time Governors receive requests for children to start school earlier than the published times. 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 as exceptional.

**For further information, in the first instance, please contact the Admissions Clerk at the school.**



# SONNING CE PRIMARY SCHOOL



Ligugé Way, Sonning, Reading Berkshire RG4 6XF  
Tel. 0118 969 3399 Fax: 0118 969 7298  
Website: [www.sonningprimaryschool.co.uk](http://www.sonningprimaryschool.co.uk)

Headteacher  
Mrs L A Green MA B.Ed (Hons)

LA: Wokingham Borough Council

## SUPPLEMENTARY INFORMATION FORM

This form is only required to be completed by applicants for categories, 3, 4 and 7

### Part 1

Names of Parents/Carers.....

Name of Child:..... Male/Female.....

Date of Birth:.....

Home address of child:.....

.....

Home Telephone Number: :..... Mobile No:.....

### Part 2

**CRITERIA FOR ADMISSION (See Admissions Policy)**

#### **Category 3 and 4 applicants**

**Either**

Have you regularly attended (at least twice per month) a set act of worship at St Andrew's for 12 months prior to this application and is your name on the Church Electoral Roll (Church Membership List)?

**Yes/No**

Signature of Parent/Carer .....

Date.....

I confirm that the information given above is correct.

Signature of Vicar/Associate Vicar..... Date .....

**Or**

If you have recently moved into the Ecclesiastical Parish of Sonning, is your name included on the Church Electoral Roll (Church Membership List) of another Anglican church? **Yes/No**

Signature of Parent/Carer .....

Date.....

I confirm that the information given above is correct.

Signature of Vicar/Associate Vicar..... Date .....

**Category 7 applicants**

Have you attended a set act of worship (at least twice a month) at any other Christian Church that is a member of Churches Together in Britain and Ireland at least twice a month for 12 months prior to this application? **Yes/No**

Signature of Parent/Carer .....

Date.....

I confirm that the information given above is correct.

Signature of Vicar/Associate Vicar..... Date .....

# Shinfield St. Mary's Church of England (VA) Junior School

## Admissions Policy for 2013-2014

### 1 Introduction

- 1.1 The Governing Body of Shinfield St. Mary's CE (VA) Junior School is responsible for deciding admissions to the school. The Local Authority (LA) (Wokingham Borough Council), through the coordinated admission arrangements, manages the application process which is common to all schools within the LA and follows their admission timetable.
- 1.2 A pupil is enrolled at this Aided School in accordance with the Governors' Admissions Policy. This has been published after consultation with the Oxford Diocesan Board of Education, the Local Authority and other relevant Admission Authorities, in accordance with the School Admissions Code. All applications will be treated fairly, in order of the admissions criteria, irrespective of the need or ability of the child.

### 2 Aims and objectives

- 2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2.2 All applications will be treated equally and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at their preferred school. This, however, is not always possible when demand exceeds the number of places available.

### 3 How parents can apply for their child to be admitted to our school

- 3.1 Applications for entry to Year 3 at Shinfield St. Mary's CE (VA) Junior School should be made on the Common Application Form of the local authority where the child lives at the time of the application (the home LA) and submitted to that LA by **January 15, 2013**. Offers of a place will be sent out by the home LA on the date indicated in that LA's booklet on admissions and parents must accept by the date indicated in the letter.

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, the application will be unsuccessful.

For Wokingham residents the school application pack can be obtained from the LA or accessed online at: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions). Online applications will open on 19 November 2012.

- 3.2 If applying under the school's admission criterion 5 (Denominational grounds) the Shinfield St. Mary's CE (VA) Supplementary Information Form should be completed and returned to the school by **January 15, 2013** (See Note 5).

- 3.3 The supplementary form can be obtained from the school, the school website ([www.shinfield-st-marys.wokingham.sch.uk](http://www.shinfield-st-marys.wokingham.sch.uk)), Wokingham LA or online at [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions)
- 3.4 If the Supplementary Information Form is not received the application will not be considered under criterion 5 but will be considered under criteria 6 to 7
- 3.5 If applying under criterion 4 (home address in the designated area), there is a map in this booklet showing the designated area. Living in the designated area is not a guarantee of an offer of a place at the school.
- 3.6 At Shinfield St. Mary's CE (VA) Junior School, pupils are normally admitted at the beginning of the academic year (1 September) in which they reach their eighth birthday, without reference to ability or aptitude. Entry in September 2013 is therefore open to all children born between September 1, 2005 and August 31, 2006. The number of intended admissions (the admission number) for the year commencing September 1, 2013 is 63.
- 3.7 The Admissions Forum for Wokingham Local Authority Schools has agreed arrangements to secure the timely placement of all pupils in schools. These protocols have been adopted into the admission arrangements agreed by the governors for Shinfield St. Mary's CE (VA) Junior School. The school will be participating with the LA In-Year Fair Access Protocols. All applications should be made in accordance with the LA's coordinated admissions policy.

#### **4 Admission Criteria**

- 1 Looked after children and those who were looked after, but have ceased to be so because they were adopted or became subject to a residence order or special guardianship order. (See Note 2)
- 2 Children who have a sibling attending the school, or Shinfield Infant and Nursery School, at the time of the application and who is expected to be in attendance at either school at the point of entry to the Junior school. (See Note 4).
- 3 Children attending Shinfield Infant and Nursery School at the time of the application.
- 4 Children whose normal home address is in the designated area. (See Note 3)
- 5 Children one of whose parents has attended a Church of England church or a church of any other Christian denomination at least twice a month for a period of at least 12 months immediately prior to the application. (See Note 5)
- 6 Children/families with strong medical or social reasons for attending the school. (See Note 6)
- 7 Children of a member of staff who has been employed for 2 or more years at the time of application or where the member of staff has been recruited to fill a vacant post for which there is a considerable skills shortage.
- 8 Other children.

Children with a Statement of Special Educational Needs naming the school will always be admitted to the school whether there are places available or not.

The school's Admissions Panel will rank applications for admission to Year 3 strictly according to the school admissions criteria and return this list to the LA by March 2013.

## **5 Oversubscription Criteria**

- 5.1 The Admission Criteria are only applied if there are more applications than places.
- 5.2 In the event of there being more applications than places available under any admissions criteria then priority will be given to the applicant whose normal home address (see Note 3) is nearest to Shinfield St. Mary's CE (VA) Junior School. Distances will be measured using the LA's method (details of which are found in the LA Parent's Guide to Primary School Admissions).
- 5.3 In the case of twins or multiple births, or children born in the same academic year, and from the same family where the admission criteria results in splitting children, places will be offered, even if this results in the school exceeding the admission number.

## **6 In-Year Admissions**

- 6.1 Admissions for year groups other than the main entry year or for the main entry year after the offer of places in that year are co-ordinated by the school. All year groups at the school have 63 places. Applications should be on the in-year Common Application Form of the LA in which you live and be returned to the school for processing. The over-subscription criteria above will be applied in the event of there being more applications than places available in the year group in question. The school will notify applicants and the LA of the outcome.
- 6.2 The Governors of the school will participate in the LA In-year Fair Access Protocol. This may result in the school being obliged to admit over its admission number.

## **7 Admissions in September 2011**

The school received 43 applications expressing a preference for admission to Year 3 by the closing date. *All applications were successful*

## **8 Waiting Lists**

- 8.1 When all available places have been allocated, Shinfield St. Mary's will operate a waiting list. Parents who wish their child's name to be included on a waiting list must inform the school in writing. Any places that become available will be allocated according to the criteria in paragraph 4. Late applications will be processed by April 2013.
- 8.2 The waiting list will be reviewed and revised:
  - ❖ each time a child is added to, or removed from, the waiting list.
  - ❖ when a child's changed circumstances will affect their priority.
  - ❖ at the end of the school year when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

- ❖ children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol will take preference over those on a waiting list.
- ❖ The waiting list will be maintained until the end of the Autumn term in the admission year.

## 9 Parents' Right of Appeal

- 9.1 **Appeals** against refusal for entry should be sent in writing, with reasons, to the Admissions Clerk at the school no later than 20 school days from receipt of the letter refusing a place.. A panel organised by the Oxford Diocesan Board of Education will hear the appeal. An appeal panel's decision is binding for all parties concerned. If the panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the School Admissions Appeals Code)
- 9.2 There were no appeals for admission to the school in 2011.
- 9.3 It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not normally consider any further application in the same school year (1 September to 31 August). Parents have the right to a second application within the same academic year *if there is a major change in circumstances eg change of address*. Parents may request that the child's name is added to the waiting list (see 8.1).

## 10 Additional Information

- 10.1 Additional information on the Admissions process can be obtained from the admissions clerk.
- 10.2 The school's equal opportunity policy will operate in all cases of admissions to the school.
- 10.3 There is no charge or cost related to the admission of a child to the school.
- 10.4 Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.
- 10.5 This policy will be reviewed annually by the Governing Body.
- 10.6 In year applications for all year groups for the academic years 2012-2013 and 2013-2014 will be administered directly by the school.

## 11 Contact Details

For further information, in the first instance, please contact the Admissions Clerk.

Admissions Clerk  
Shinfield St. Mary's CE (VA)

To contact the LA:

Wokingham Borough Council  
PO Box 156  
Shute End,

Junior School  
Chestnut Crescent  
Shinfield  
Reading RG2 9EJ

Tel: (0118) 988 3663  
[admin@shinfield-st-  
marys.wokingham.sch.uk](mailto:admin@shinfield-st-marys.wokingham.sch.uk)

Wokingham RG41 1WN

Tel: (0118) 974 6105  
[www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions)

## Appendix 1 Notes

Note 1. Parents: a parent is any person who has parental responsibility for or is the legal guardian of the child.

Note 2. Looked-after children are those being looked after by a local authority. The term covers accommodated children and those who are in care under a Care Order/Interim Order. This can include living with family or friends, in foster care, a children's home or special school

Note 3. By normal home address, we mean your child's home address. This is your child's permanent address at the time you make your application for a place. It is where you and your child live. We regard a child's home address to be where he or she spends the majority of the school week (Monday to Friday, including nights). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parents' address. For example, if he or she is resident with a grandparent, you need to tell us this on the application form. If you do not declare any arrangements like this, or use a relative's address for your application, we may consider that you have made a false declaration and withdraw the offer of a place. Childcare arrangements are not sufficient reasons for listing another address. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, or a recent utilities bill confirming your name and address.

If you are not sure whether or not you live in the designated area, you can ask the school to check this for you and you will receive a written response. If you are moving into the designated area, we will ask for evidence of your move before considering any application for a place. We need to know that you will be resident in the designated area on **September 1, 2013**. If you move later, we will still need evidence before considering an application. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

Note 4. Sibling; Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling

Note 5. Parents will be required to sign a section confirming their church attendance in writing and to complete the relevant section on the Supplementary Information Form. Only one parent's attendance is necessary. The priest or minister will only be asked to verify the parental statement. The LA application form and Supplementary Information Form and supporting evidence must be sent to the Local Authority by the deadline date. 'Christian Denomination' is defined as a denomination that is a member of Churches Together in Britain and Ireland, Evangelical Alliance or churches ascribing to the doctrine of the Trinity

Note 6. Parents should request a letter from a registered health professional such as a doctor, Education Welfare Officer, social worker or other appropriate person setting out the particular reasons why this school is the most suitable school for the child and the difficulties that would be caused if the child had to attend another school. This supporting evidence will be



brought before the full Governing Body and a decision made based on the ability of the school to best meet the needs of the child.

Note 7. Fair Treatment: All applications will be treated fairly, in strict order of the admission criteria, irrespective of need or ability of the child or family i.e. disabilities, special needs (without statements) or challenging behaviour. The Shinfield St. Mary's CE (VA) Junior School Admissions policy makes every effort to comply with all relevant legislation including that on class sizes and equal opportunities.



# **Shinfield St. Mary's C.E. (VA) Junior School**

Chestnut Crescent, Shinfield, Reading RG2 9EJ

Tel. 0118 988 3663 Fax. 0118 988 6138

Email: [admin@shinfield-st-marys.wokingham.sch.uk](mailto:admin@shinfield-st-marys.wokingham.sch.uk)

**Headteacher: Mrs Clare Wagstaff**

CONFIDENTIAL

## Denominational Application to attend Shinfield St. Mary's CE (VA) Junior School

Name of child:

Name of parent/guardian:

Church attended:

I have attended this church, at least twice a month for the last year?

Signed:

Date:

### **To the Priest/Minister.**

To enable the school to apply its admissions policy, it would be helpful if you could verify that, to the best of your knowledge, the above statement is correct.

I am able/unable to verify the above statement.

Signed ..... Parish Priest/Minister

Name

Date .....

**THIS FORM SHOULD BE RETURNED TO THE SCHOOL BY 15 JANUARY 2013**

Wokingham Borough Council



The Church of England



Diocese of Oxford

Email sent to Mark A'Bear, Governor at Shinfield St Mary's CE Aided Primary School – 10/2/12

Dear Mark

In my opinion this would indeed help the situation but on further checking there are two further substantive changes, one relates to the sibling criterion which has been changed to include the words 'at the time of the application' and the other relates to the new definition of Christian Denomination, both of which could be considered as 'changes' and subject to consultation.

In my experience it is not unheard of to receive a transfer application at the same time as in-year application for a child who will become a sibling at a school and therefore 'the time of application' may not be advisable as it would preclude the school from considering them as siblings. Also whilst I can see which churches are members of Churches Together or the Evangelical Alliance by searching on their website, it would not be so easy for a parent to determine whether their church ascribes to the doctrine of the Trinity or for the school to agree it and as this is more subjective, it may be helpful to define what this means and how you will apply it.

If the school were to go back over the changes it proposed and keep only those which are prescribed by the new Code then it could determine without consultation. However, I would suggest that you discuss this matter further with the Diocese as they may wish to comment further and advise you. For information, David Babb is Chair of our School Admissions Forum and so will be appraised of this situation through my report.

Further comment regarding the schools' arrangements are as follows:

**In-year** - I note from the proposed policy that the school is intending to handle its own in-year applications. Whilst there is no requirement to co-ordinate in-year applications, Wokingham Borough Council is proposing to continue with a locally agreed in-year co-ordinated scheme (similar to that which operated prior to the requirement to co-ordinate fully with other local authorities) allowing parents to apply direct to Wokingham Borough Council and will also be available to own admission authority schools. We will also continue to liaise with neighbouring local authorities where they receive applications for Wokingham schools within the proposed in-year co-ordinated scheme. We are proposing within that scheme that all offers will be made by Wokingham School Admissions direct to any parent with a copy to the home local authority to reduce any delays in offering school places.

Where a preference is expressed for a school operating outside the proposed co-ordinated scheme on the application form received by Wokingham, parents will be advised to complete the single preference form for the school and to send direct to the school, as it is not appropriate for the school to see the ranking of preferences for other schools on Wokingham Borough Council's four preference (if determined) application form. Parents may of course then hold more than one offer.

The school states must ensure that the local authority is aware of the availability of places too to be able to provide information to parents regarding availability of places in all schools (Code 2.21).

**10.6** The new arrangements regarding in-year applications do not apply until 2013/14 and therefore the co-ordinated scheme applies for 2012/13.

**Criterion 1 – Looked after children and previously looked after children.**

Whilst the criterion is correct, note 2 requires amendment. The school might want to consider what evidence should be provided by parents to verify an application made under this criterion e.g. copies of the special guardianship order, adoption order or residence orders (1.7 refers) and to make any requirements clear within the policy. It is also recommended that the school identifies what is meant by the term previously looked after child (the Code wording is on page 9 – notes 17 to 20 inclusive)

**Note 3** – the school may wish to revisit the requirement for child benefit as this benefit will no longer apply to all families.

**Supplementary form** – I note that the policy states the form should be returned to the school, in order to minimise confusion please remove reference to Wokingham Borough Council at the bottom of the page.

I trust that the above comments will assist you.

Regards

Sue Riddick  
School Admissions Lead Officer  
Children's Services  
Wokingham Borough Council  
PO Box 156, Shute End  
Wokingham RG40 1WN

0118 974 6113  
0118 974 6135  
sue.riddick@wokingham.gov.uk  
www.wokingham.gov.uk

## St Dominic Savio Catholic Primary School

### Admission Policy School Year 2013/2014

St Dominic Savio Catholic Primary School is a Voluntary Aided school in the trusteeship of the Catholic Diocese of Portsmouth and is maintained by Wokingham Borough Council.

The school serves the Catholic Parishes of St John Bosco, Woodley, Our Lady of Peace and Blessed Dominic Barberi, Earley and St Thomas More, Twyford.

This policy has been determined by the Governing Body following consultation with the Diocese of Portsmouth, the relevant Admissions Authorities, parents and all other interested parties in accordance with the School Admissions Code.

#### Admission Arrangements for 2013/2014

In the school year 2013/2014 the Governors will admit up to 60 children (Published Admission Number) who reach their 5<sup>th</sup> birthday between September 1st, 2013 and August 31st, 2014.

Infant classes will not contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances (See Explanatory Notes – iv.).

Admission to the school is the responsibility of the Governing Body. Wokingham Local Authority is responsible for co-ordinating all the arrangements across the authority.

In November 2012, common application forms (CAFs) will be sent by the Local Authority to parents/carers whose children will reach compulsory school age between September 1st, 2013 and August 31st, 2014. Applications for entry to St Dominic Savio Catholic Primary School in the school year commencing September 2013 must be made using the CAF and returned to the Authority (address on the CAF form). The deadline for applications is 15<sup>th</sup> January 2013.

Wokingham Borough residents must apply using the Wokingham CAF to apply for schools within the Borough and to other areas of England. The application form is available on request or can be downloaded at: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions). Residents of other local authorities in England must apply to their home authority for schools in the Wokingham Borough. Parents are advised to check offer and acceptance dates with their home authority, if not Wokingham Borough Council.

In addition to the CAF parents/carers are asked to complete a separate supplementary information form (SIF) **which must be returned to the school office**. These forms are available either from the school office, the school website or Wokingham Borough Council. The additional information on this form assists governors in placing applications in the correct oversubscription category. If no SIF is submitted governors can only rank the application on the basis of the information contained in the CAF. The deadline

### **St Dominic Savio Catholic Primary School**

for submitting the SIF is also 15<sup>th</sup> January 2013. Your child's baptismal certificate must be included with the supplementary form for your child to be considered in categories A, B or C. Baptisms must have taken place before this date for your child to be considered in categories A, B or C.

In the event of more than 60 applications being received, Governors rank all applicants strictly according to the over subscription criteria. The Governors will operate an Equal Preference Policy. This means that all applications will be treated equally, irrespective of need or ability and without reference to the positioning in the ranked list on the application form. Offers of places will be made by the Authority on behalf of the Governing Body on 16<sup>th</sup> April 2013. Parents who apply online will also be able to view the results of their application on 16<sup>th</sup> April 2013. Parents are required to accept the offer of a place by 30<sup>th</sup> April 2013.

Children with a Statement of Special Educational Need with the school named in the Statement will be guaranteed a place and have priority over other applicants. The admission of children with a Statement will count towards the school's Published Admission Number.

- All children will be offered full time places from the September after their 4th birthday.
- Parents can request that the date their child is admitted to school is deferred until later in the year or until the term in which the child reaches compulsory school age
- Where entry is deferred, the school will hold the place for that child and not offer it to another child.
- Parents can request that their child takes up the place part-time until the child reaches compulsory school age.
- 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 the Governors receive requests for children to start school earlier than the published times. Parents/carers 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 should not be considered as exceptional.

#### **Admission criteria**

Should there be more than 60 applications children will be ranked in the following category of priority:

Category A Baptised Catholic children in Local Authority Care or previously in Local Authority Care (Looked After Children)

## **St Dominic Savio Catholic Primary School**

Category B Baptised Catholic siblings of pupils of St Dominic Savio Catholic Primary school at the time of entry to the school.

Category C Baptised Catholic children

Category D Other children in Local Authority Care or previously in Local Authority Care (Looked After Children)

Category E Other siblings of pupils of St Dominic Savio Catholic Primary School at the time of entry to the school.

Category F Other children.

### Documentation required in support of applications

(i) Child's baptismal certificate for categories A, B and C.

### Oversubscription

Within the categories above, priority will be given to children whose home address is nearest to the school. Distances will be measured consistently using the local authority GIS computerised mapping system, for the respective home address and school, with those living closer to the school receiving the higher priority. In the event of identical or equidistant addresses (including flats and multiple occupancy buildings) random allocation will be used to decide which child will be allocated the remaining place(s).

### Explanatory notes

#### i. Catholic

A Catholic is a baptised member of a church in communion with the See of Rome.

#### ii. Parent

S576 Education Act 1996

A parent in relation to a child, includes any person who is not a parent but has parental responsibility for a child or who has care of a child.

#### iii. Siblings

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. A sibling will have a brother or sister still at the school in the academic year in which they join the first year of the Foundation Stage.

#### iv. Exceptional Circumstances where children are permitted to be admitted even though class size is 30

The excepted children are:

- children admitted outside the normal admissions round with statements of special educational needs specifying a school;

## **St Dominic Savio Catholic Primary School**

- looked after children and previously looked after children admitted outside the normal admissions round;
- children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- children admitted after an independent appeals panel upholds an appeal;
- children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- children of UK service personnel admitted outside the normal admissions round;
- children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

### v. Home Address

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

### vi. Looked After Child

By a 'Looked After Child' we mean a child who is looked after by a local authority in accordance with section 22 of the Children's 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.

### vii. Previously Looked After Child

Previously looked after children are defined as children who were adopted (or subject to residence orders or special guardianship orders) immediately following having been looked after.

### Appeals

Parents have the right to appeal if the Governors refuse a place for their child. The appropriate form can be obtained from the address below and should be returned by 16<sup>th</sup> May 2013. An Independent Appeal Panel will be convened to hear the appeal. Parents will be fully informed of the arrangements and have the chance to submit any relevant papers and to speak at the hearing. The Appeal Panel's decision is binding.



## St Dominic Savio Catholic Primary School

The Clerk to the Appeals Panel  
Member Services Section  
Wokingham Borough Council  
Shute End  
Wokingham  
RG40 1WQ

Telephone: (0118) 974 6059

It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further applications for appeals in the same school year (September 1 to August 31) unless there has been an exceptional change in circumstances.

### Waiting List

A list is maintained for those children who are not offered a place, including those unsuccessful at appeal; the order of priority on the list is the same as the list of criteria for over-subscription. No account is taken of length of time on the list. Should a casual vacancy occur, a place would be offered to the child at the top of the list using the over-subscription criteria. The list is held by Wokingham Local Authority under the co-ordinated scheme until 30<sup>th</sup> September 2014. After that date the school will maintain the list although continuing to liaise with the Local Authority. We will seek confirmation periodically from parents that they wish their child to be kept on the list.

The Governors of St Dominic Savio Catholic Primary School will participate in the local authority Fair Access protocols agreed by the Wokingham Admissions Forum.

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

### Late Applications

Late applications will be allocated according to the Admission Criteria after all other applications have been considered. If places are not available they will be added to the aforementioned list. Applicants will be notified by the Local Authority about the success of their application.

### Applications outside the normal admissions cycle

In accordance with the co-ordinated admissions scheme, applications for in year admission should be made on the common application form. Information on the availability of places and the common application form can be obtained from Wokingham Local Authority. Wokingham Borough residents must apply using the Wokingham CAF to apply for schools within the Borough and to other areas of England. The application form is available on request or can be downloaded at: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions). Residents of other

## St Dominic Savio Catholic Primary School

local authorities in England must apply to their home authority for schools in the Wokingham Borough.

### 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 the Governing Body where there is consensus between the parents, schools concerned (both current and preferred) and any relevant professionals asked for their opinion by the Governing Body, that to do so would be in the pupil's interests.

### Admissions in 2012/2013

*Figures to be provided after admission offers have been finalised during the Summer Term 2012.*

<b>Category</b>	<b>Applications received by the closing date</b>	<b>Admissions</b>
Category A		
Category B		
Category C		
Category D		
Category E		
Category F		
Total		

Any requests for further information should be addressed, in the first instance, to the School Secretary, on telephone number (0118) 969 3893, e-mail: [schoolsecretary@st-dominicsavio.wokingham.sch.uk](mailto:schoolsecretary@st-dominicsavio.wokingham.sch.uk).



**St Dominic Savio Catholic Primary School**  
 Western Avenue, Woodley  
 Berkshire RG5 3BH

**CHILD'S DETAILS**

CHILD'S SURNAME .....

CHILD'S FORENAME .....

DATE OF BIRTH .....

ADDRESS.....

.....

.....

POSTCODE..... CONTACT TELEPHONE.....

NAME(S) OF SIBLING(S) ALREADY AT SCHOOL .....

.....

**BAPTISED CATHOLIC APPLICANTS**

DATE OF BAPTISM ...../...../.....

PLACE OF BAPTISM .....

THE PARISH IN WHICH THE CHILD RESIDES.....

**Please enclose Baptismal Certificate or verified copy (original will be returned)**  
*It is imperative that Baptised Catholic applicants return this supplementary information form to the school with the child's Baptismal certificate by the closing date of 15 January 2013. Failure to do so may mean that the Governing Body can only rank the application on the basis of information contained in the common application form.*

Please return this form to the **school address** along with the relevant supporting documentation. This form should be completed in conjunction with the Wokingham Local Authority Common Application Form (CAF), available from School Admissions, telephone 0118 974 6245 or online at [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions)

**FOR OFFICE USE ONLY**

Category  Baptismal Certificate inspected

Academic year

Term of entry

Date application received ...../...../.....



## **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 for entry to the Reception year 2013-14 must be made to the home LA (i.e. the Local Authority you pay your Council Tax to) which may not be Wokingham. Full details of Wokingham 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 1<sup>st</sup> March 2012. This is the school year beginning one year before the school year in which pupils will be admitted. (I.e. Spring 2012 for admission during the school year 2013-2014). 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 15<sup>th</sup> April 2012. 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 by 30 June 2012.

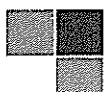
### **Application, Admission Decisions and Offer Dates:**

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

Applications for entry in the school year September 2013-August 2014 to be received by the LA by:	15 <sup>th</sup> January 2013
Decisions on which children are to be offered a place will be made available to the LA by:	22 <sup>nd</sup> March 2013
Coordination between local authorities	29 <sup>th</sup> March 2013
Offer letters will be sent out by the LA by:	16 <sup>th</sup> April 2013
Acceptances received by	30 <sup>th</sup> April 2013

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 15<sup>th</sup> January 2013. This means if no places are left after considering all the applications received by 15<sup>th</sup> January 2013, even if you fulfil a higher criterion than that under which places have been offered to other applicants, you will be unsuccessful.

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



## 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.

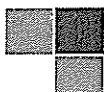
### Admission to the Reception Year 2013-14

If parents wish to apply for a place in the Reception Year 2013-14, 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 Admission number for entry to the Reception Year in 2013-14 is 24. 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 15<sup>th</sup> January 2013 for entry in the year September 2013 – August 2014. Parents may also make their application online. All successful applicants will be asked to produce proof of age. Should this not be forthcoming by the start of the autumn term the governing body will deem the place to be obtained fraudulently and therefore withdraw it.

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 2014 for a year 1 place in September 2014
- 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.





### In-Year Admissions

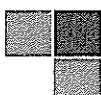
Applications for casual / in-year admissions should be made direct to the school, will be considered as they arise and may be made at any time. All year groups have 24 places. The school participates in Wokingham LA's Fair Access Protocol.

### **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. 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.
2. Children one of whose parents<sup>1</sup> worships regularly<sup>2</sup> at St Sebastian's Church and who already have a sibling<sup>3</sup> in school at the time of application. Verification from the incumbent is required in the form of a signature on the supplementary form.
3. Children one of whose parents<sup>1</sup> worships regularly<sup>2</sup> at St Sebastian's Church. Verification of regular worship is required in the form of the incumbent's signature on the supplementary form.
4. Children who have a sibling<sup>3</sup> at the school at the time of application.
5. Children of families whose permanent home address<sup>4</sup> is in the Ecclesiastical Parish of St. Sebastian's (map attached to this policy document) and one of whose parents<sup>1</sup> worships regularly<sup>2</sup> 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 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.<sup>5</sup>

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





8. Children one of whose parents worships regularly<sup>2</sup> at another 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.

9. Other children

Footnotes:

<sup>1</sup> A parent is any person who has parental responsibility for, or is, the legal guardian of the child.

<sup>2</sup> - Attending a regular church service at least once a month over the year preceding the application. For applicants who have moved into the area, previous church attendance will be taken into account. Provided that verification from a previous church is included in the application.

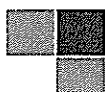
<sup>3</sup> - sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

<sup>4</sup> - 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.

<sup>5</sup> - when submitting applications under criterion 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 15<sup>th</sup> January 2013. Failure to provide information by this deadline will mean that the application will not meet this criterion.

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 (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then divide by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS)

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





product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

Where the application of oversubscription criteria results in splitting siblings with the same birth dates, places will be offered even if this will result in the school going above the admission number.

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.

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.

### **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**

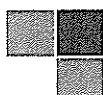
The school's equal opportunity policy will operate in all cases of admissions to the school. There is no charge or cost related to the admission of a child to the school.

### **Review:**

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

**Next Review Date: Autumn 2012**

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



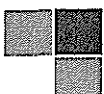




**For further information please contact the School:**

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

Telephone: 01344 772427





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

Governors' Supplementary Information Form  
for Admission to St Sebastian's School  
2013-14

**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 to your home Local Authority.

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

**Which criterion are you applying under?**

.....

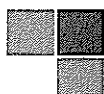
**Which church do you attend?** .....

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

Yes

No

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





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.....

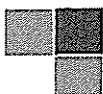
Date.....

\* 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





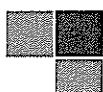
## Appendix

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.

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

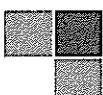
The list of criteria relevant to the table above can be found in the Admission policy for 2012/2013 .

The data in the table will be updated in April 2012 when the new figures are known.





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



## **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**

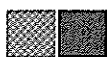
We will consult annually on our admission arrangements. Consultation will be completed by 1<sup>st</sup> March 2011. This is the school year beginning one year before the school year in which pupils will be admitted. (i.e. Spring 2011 for admission during the school year 2012-2013). We will consult with 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 15<sup>th</sup> 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 <sup>th</sup> January 2012
Decisions on which children are to be offered a place will be made available to the LA by:	23 <sup>rd</sup> March 2012
Coordination between local authorities	30 <sup>th</sup> March 2012
Offer letters will be sent out by the LA by:	20 <sup>th</sup> April 2012
Acceptances received by	4 <sup>th</sup> 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 16<sup>th</sup> January 2012. This means if no places are left after considering all the applications received by 16<sup>th</sup> January 2012, even if you fulfil a higher criterion than that under which places have been offered to other applicants, you will be unsuccessful.



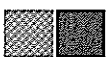
### **Published admissions information**

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 16<sup>th</sup> 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, which are subject to Wokingham Borough Council's coordinated admission arrangements for in-year applications, 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 fair access protocols for the placement of vulnerable pupils in 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. 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



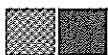
- Request that their child attends part-time until the child reaches compulsory school age.

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/s<sup>1</sup> worship regularly<sup>2</sup> at St Sebastian's Church and who already have a sibling<sup>3</sup> 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/s<sup>1</sup> worship regularly<sup>2</sup> at St Sebastian's Church. Verification of regular worship is required in the form of the incumbent's signature on the supplementary form.
4. Siblings<sup>3</sup> of pupils attending the school at the time of admission.
5. Children of families whose permanent home address<sup>4</sup> is in the Ecclesiastical Parish of St. Sebastian's (map attached to this policy document) and whose parent/s<sup>1</sup> worship regularly<sup>2</sup> 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







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.<sup>5</sup>

8. Children whose families worship regularly<sup>2</sup> 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:

<sup>1</sup> 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. <sup>2</sup> - attending a regular church service at least once a month over the past year.

<sup>3</sup> - 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.

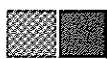
<sup>4</sup> - permanent home address denotes the address where a child lives with a parent for the majority of each school week. For this purpose the school week begins at 6pm on Sunday evening and ends at 6pm on Friday evening including night times. Governors reserve the right to investigate for evidence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

<sup>5</sup> - 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 16<sup>th</sup> 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 14 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





**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





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**

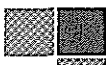
**For St. Sebastian's School office purposes only:**

Agreed by:

Chair of Admissions

Headteacher

Governor



## 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.

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

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.

