
THE PIGGOTT CHURCH OF ENGLAND SCHOOL ADMISSIONS ARRANGEMENTS FOR ACADEMIC YEAR 2013/14

PREAMBLE

The governors have determined these admission arrangements in accordance with the applicable legislation and the School Admissions Code the draft form of which having been introduced in November 2011 and after consultation with the authorities of the Oxford Diocese and the relevant local admissions authorities. They conform to the needs of the Wokingham Borough Council's coordinated admissions arrangements.

Children are normally admitted to school in Years 7 and 12. Children will be admitted to other years when spaces are available (see part2). They will usually only be admitted to the year group normal for their age: i.e. to year 7 if they had their eleventh birthday in the previous academic year, to year 8 if they had their twelfth birthday in the previous academic year and so on. For exceptions to this see Part 4 below.

PART 1 – INITIAL ADMISSIONS TO YEAR SEVEN

ADMISSION NUMBER

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

MAKING AN APPLICATION

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

Parents wishing to apply for a place at the Piggott School from the start of the academic year should obtain from their LA a copy of its common application form and return it completed to the LA in accordance with the timescale published by the LA. This will be set out in the prospectus or guide published by the LA and available from it. Copies of these documents are available on the authorities' web sites and application forms can be completed and submitted on line. Wokingham Borough Council (WBC) sends copies of its guide and application form to the parents of all pupils in Year 6 who attend a primary or junior school in the borough early in the autumn term.

If the application is made on denominational grounds (see below), the governors will also require completion of their denominational certificate, which is available from the School or

Wokingham Borough Council. This certificate can be returned with the application form or directly to the school.

LATE APPLICATIONS

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

CRITERIA FOR ADMISSION

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

The governors are required to admit all pupils with statements of special educational needs that name the Piggott School in the statement. To the extent that the governors are aware of any such pupils to be admitted to Year 7 in 2013/14 at the time of allocating places to other applicants, the number of places allocated to others will be reduced so that the total number of admissions will not exceed the determined admission number.

The criteria referred to above are:

- A Looked after children or children who were looked after: A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989). Previous "looked after children" include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 which defines a "residence order" as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians).
- Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:
- Confirmation by the home local authority that the child is looked after or

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- Confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders
 - I. Adoption order
 - II. Residence order
 - III. Special guardianship order
 - B Pupils whose permanent home address is in the School's designated area and who have a sibling living at the same address who already attends the School at the time of application or who has attended the School in the past, for at least one full academic year. (For the definition of sibling see below);
 - C Pupils whose permanent home address is in the School's designated area but who do not fall into criterion B;
 - D Pupils whose permanent home address is not in the School's designated area but who would otherwise fall into criterion B;
 - E Pupils who attend one of the linked primary schools, namely The Colleton, Crazies Hill CE, Knowl Hill CE, St Nicholas CE and Sonning CE (Aided) primary schools and Polehampton CE and Robert Piggott CE junior schools;
 - F Pupils whose parents have chosen the school on denominational grounds; an application will only be considered under this criterion if it is accompanied by a fully completed copy of the school's denominational certificate; for a pupil to meet this criterion at least one parent must have frequently attended for worship at a church within the Christian faith that is a member of the Churches Together in Britain over at least the past year (frequent in this context means at least twice a month for at least eight months a year); and
 - G All other pupils.

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

Where the application of the oversubscription would result in splitting siblings born in the same school year places will be offered to all the siblings even if this might result in the School's admission number being exceeded.

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

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

ACCEPTING OR DECLINING THE OFFER OF A PLACE

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the School within two weeks from the date of the offer letter. If a form is not received, there will be one further written reminder and

failure to respond may result in the place being withdrawn. Parents are requested to advise the school at any stage, if they are not accepting the place for any reason.

APPEALS

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

WAITING LIST

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

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

INTRODUCTION

All applications for admission to the School outside the normal admissions round, other than applications for the Sixth Form, will be treated as in-year applications.

PROCESS

Parents wishing to apply for a place at the School should obtain a copy of the common application form from Wokingham Borough Council. This applies to pupils living in other Local Authorities, where these Authorities are not using the in-year coordinated scheme. This should be completed and returned to the Council in accordance with its instructions. The Council will notify the parent of the outcome of the application once the school has advised them of the decision made by the admissions committee.

If a pupil is applying on denomination grounds when moving into the area, a certificate signed by their previous church will be accepted.

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

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

Unless they are statutorily obliged to admit the applicant or the application is covered by WBC's Fair Access Protocols, Governors will, when reaching a decision on an application for admission to a full year group, normally refuse a place. Unsuccessful applicants will be placed on the waiting list if they confirm that they wish to be.

The Governors believe that any movement by a child in the middle of their Key Stage 3 or 4 education creates educational disadvantage and that this can be mitigated by the child's attendance at the catchment school, so that they are likely to be living close to those with whom new friendships will be formed. This helps the child settle and maximises the opportunities for peer support. Accordingly the Governors will admit children who apply for in-year admission to a year group in the School as the result of a house move into the School's designated area, when that move reasonably requires a change of school and when the number of pupils in that year group does not exceed the admission number for that year group by ten pupils or more.

APPEALS

Anyone whose application is unsuccessful may appeal. The process is as described above for Initial Admissions to Year 7. If a request for an Appeal is made but the appellant subsequently withdraws within ten working days of the Appeal, an administration charge may be levied. Within two working days of the Appeal, the full cost of the Appeal will be levied (in the order of £280).

PART 3 – ADMISSION TO THE SIXTH FORM

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

ADMISSION NUMBER

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

MAKING AN APPLICATION

Those wishing to apply for a place in the Sixth Form starting in Year 12 in September 2013 should complete the school's Sixth Form Application form, obtainable on the School's web site or from the Admissions Administrator. This form must be completed and returned by 3rd December 2012. Pupils in Year 11 already attending the school will be given a copy of the form shortly before it must be returned.

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

LATE APPLICATIONS

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

CRITERIA FOR ADMISSION TO THE SCHOOL

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

Should there be more external applicants than this, places will be allocated to pupils who fall into the following criteria in order of priority until the number of places allocated is equal to the admission number: that is, places will be offered first to those who are in criterion A, then, to the extent that places remain available, to those in criterion B and so on. Within each criterion applicants will be ordered according to the distance they live from

the school measured as a straight line between the Land Gazetteer address points for the home address and the school, using the WBC's computerized mapping system.

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

The criteria referred to above are:

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

CRITERIA FOR ADMISSION ON COURSES

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

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

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

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

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

Parents will be asked to declare that the address used in the application will be their place of residence beyond the date of the student starting at the School; the offer of a place may

be withdrawn if false or misleading information is given. Supporting evidence of this declaration may be required in the case of there being more applications than can be accepted.

ACCEPTING OR DECLINING THE OFFER OF A PLACE

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

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

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

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

APPEALS

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

PART 4 – INFORMATION

OUT-OF-AGE ADMISSIONS

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

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

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

SIBLINGS

When used in this document or the associated application forms, sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the pupil for whom the school place is sought is living in the same family unit at the same address as that sibling.

PARENT

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

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

LA

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

DRAWING OF LOTS

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

CONTACTS

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

The Admissions Administrator

Email admissions@piggott.wokingham.gov.uk

The Piggott School

Telephone (0118) 9402357

Twyford Road

Fax 0871 2264213

Wargrave

Reading RG10 8DS

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

School Admissions Team

Email schooladmissions@wokingham.gov.uk

Pupils' Services Telephone (0118) 9746143

Wokingham Borough Council Fax (0118) 9746135

P O Box 156

Shute End

Wokingham

Berkshire RG40 1WN

Proposed Maiden Erlegh School Admissions arrangements for the academic year 2013/14

Maiden Erlegh School is an 11–18 co-educational comprehensive school and this document details the policy to be followed for admissions to Maiden Erlegh School. Please note that living in or moving to the designated area of the school cannot guarantee a place at the school.

1. Year 7 Entry

- The admissions number for entry in September 2013 is 278.
- The school uses the Wokingham Borough Council Admissions Service which publicises the school to parents in the same literature as for other Wokingham schools. The school will participate in the co-ordinated arrangements made by Wokingham Borough Council. Parents/carers wishing to send their children to Maiden Erlegh School should submit an application to their home Local Authority and follow the guidance of that Local Authority regarding deadlines for submitting the application. This information will be published in Local Authority admission guides.
- Applications received after the published deadline (31 October 2012) will be treated as a 'late' application and be considered after the on-time applications have been allocated. If there is good reason i.e. the family has moved to the area after the closing date or the illness of a single parent prevented them submitting an on-time application the application may be treated as on-time, provided it is received by 1 January 2013. In such instances evidence may be required.
- Children with a statement of special educational needs that names the school in the statement will be allocated a place above all other applicants.
- If there are more applicants than places available applications will be prioritised in accordance with the following over-subscription criteria;
 - A. Looked after children or children who were looked after: A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989). Previous "looked after children" include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 which defines a "residence order" as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians). Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:
 - Confirmation by the home local authority that the child is looked after or
 - Confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders
 - I. Adoption order
 - II. Residence order
 - III. Special guardianship order
 - B. Children whose permanent home address is in the designated area of the school and who have a brother or sister or step-brother or step-sister who have one or more parents in common, or any other child for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school. If the only relevant sibling is, or all relevant siblings are, in Year 11, then it must be the intention of the family that the relevant sibling or one of the relevant siblings is due to continue to study at the school in year 12.
 - C. Children whose permanent home address is in the designated area of the school.
 - D. Children who do not live in the designated area and who have a brother or sister or step-brother or step-sister who have one or more parents in common, or any other child for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school. If the only relevant sibling is, or all relevant siblings are, in Year 11, then it must be the intention of the family that the relevant sibling or one of the relevant siblings is due to continue to study at the school in year 12.
 - E. Any other children.

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

Tie –breaker

Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. Where this is the case, the following tiebreaker will be applied to decide which of the applicants can be offered places, and the waiting list order. Distances in all cases will be measured consistently, using a computerized mapping system and the distance will be measured as a straight line between the Land and Property Gazetteer address points for the respective home address and school.

Priority will be given within any of the above oversubscription criteria, including B and C, to the applicant whose permanent home address is nearest to the school in terms of radial distance. The distance is measured using Wokingham Borough Council's computerised mapping system and will be measured as a straight line between the Land and Property Gazetteer address point and the school.

In the event that two or more children live at the same distance from the school and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least 2 officers at Wokingham Borough Council.

Residency Requirements

Applications are processed on the basis of the child's single permanent home address, living with parent(s), or a carer/legal guardian. Evidence is required of a single address in the Borough. Where this is changing, evidence regarding the new address, and disposal of the previous address through a contract for sale or otherwise, will be required. Parents will be asked to declare that the address used will be their place of residence beyond the date of the pupil starting school. The school will reserve its right to carry out further investigation and require additional evidence, and to reject applications or withdraw offers of places if it believes it has grounds to do so. In such cases parents have recourse to putting their application through the independent appeals process. If a child spends part of the week with parents at different addresses, the home address will be where they usually spend the majority of the school week (Sunday 6pm to Friday, including nights) with a parent. Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances (e.g. legal separation) will be required. The home address will also be considered on the basis of the child benefit payment arrangements. If a child does not live at their parent(s) address we need to know the reasons for this. The reasons would need to be supported by official documentation. Temporary addresses cannot be used to obtain school places, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted. Where a parent has two or more properties, evidence will be required showing the rental, or disposal, of the previous property. Reference will be made to Council Tax and school records. If an applicant is moving house and wishes to use the new address for the allocation of places, evidence will be required that the parent and child has moved and are living in the new home by 1 January 2012. If the move takes place later or information is provided later, the school will only be able to treat the new address for waiting list purposes and consider this information after the initial allocation of places has taken place.

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

Accepting or declining the offer of a place

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the local authority within two weeks from the date of the offer letter. If a form is not received, there will be one further written warning and failure to respond may result in the place being withdrawn. Parents are requested to advise the local authority at any stage, if they are not accepting the place for any reason.

Waiting Lists

After 1 March 2013 a 'waiting list' will be administered if the school has more applicants than places available. A child's position on the waiting list is determined by applying the over-subscription criteria as described above. Positions on the waiting list 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 the waiting list. Waiting lists will be maintained until such time as the policy is changed, to fill places that may become available during the school year. Parents will receive

periodic requests to see if they wish to remain on the list. Children who are the subject of a direction by the local authority to admit or who are allocated to Maiden Erlegh School in accordance with an in-year fair access protocol will take precedence over those on the waiting list.

2. In Year admissions to Years 7-11

Applications for entry to Year 7 after the end of the routine admissions round (ending on 31 August) and applications for entry into Year 8 to Year 11 at any time are processed as in-year applications and applications will be co-ordinated by Wokingham Borough Council according to published admission arrangements and timescales. See www.wokingham.gov.uk/admissions.

The admission number for each year group is 278.

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

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

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

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

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

Accepting or declining the offer of a place

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the local authority within two weeks from the date of the offer letter. If a form is not received, there will be one further written warning and failure to respond may result in the place being withdrawn. Parents are requested to advise the local authority at any stage, if they are not accepting the place for any reason.

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

3. Appeals

Students refused a place in all years groups of the school, are entitled to appeal to an independent appeals panel. Information about this process will be given in the decision letter sent by the local authority on behalf of the Governing Body. The decisions of the appeals panel are binding on the school.

4. 6th form admissions

For admission to the Sixth Form students will be required to pass at least 5 courses successfully at the following levels; A*-C at GCSE, or level 2 BTEC at merit or distinction and must include a pass at C or above in either English or Maths GCSE. In addition each course has specific entry requirements as detailed in the school 6th form prospectus. Students who have achieved the minimum entry requirements through Level 2 BTEC courses are expected to study BTEC Level 3 courses in the sixth form.

All students attending the school at the end of Year 11 will be offered places in the Sixth Form provided they meet the academic requirements of the school and they will be offered places on the courses they wish to follow

provided that they meet the specified academic requirements for those courses and provided there are spaces available. Applications from those not attending the school will also be accepted and they will be offered places when spaces are available in the school and on the courses they wish to take, provided they have met the specified academic requirements. When applicants can be offered a place at the school but a course they wish to pursue is full, they will be offered an alternative course.

Making an application

Those wishing a place in the school's Sixth Form starting in Year 12 in September 2013 should complete the school's Sixth Form Application form, which will be available from the school at the start of January 2013. This form must be completed and returned by Friday 8 February 2013. Pupils in Year 11 already attending the school will be given a copy of the form.

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

Late applications

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

Criteria for admission

The governors will admit all applicants for whom there are places available on courses they wish to pursue provided they meet the entry requirements and the specific subject academic requirements. Should there be more applicants than places, then places will be allocated to pupils who fall into the following criteria in order of priority. Within each criterion applicants will be ordered according to the distance they live from the school measured as a straight line between the Land Gazetteer address points for the home address and the school, using the local authority's computerized mapping system. The governors are required to admit all students with statements of special educational needs that name Maiden Erlegh school in the statement and meet the specified academic requirements; these students will be admitted first.

The criteria referred to above are:

- A Pupils already attending the school at the time of application;
- B Looked after children or children who were looked after: A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989). Previous "looked after children" include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 which defines a "residence order" as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians). Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:
 - Confirmation by the home local authority that the child is looked after or
 - Confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders
 - I. Adoption order
 - II. Residence order
 - III. Special guardianship
- C All other applicants meeting the academic requirements.

If there are insufficient spaces on any course for all those students who have expressed an interest and who have the appropriate qualifications, then places will be allocated on the same basis as used for admission to the lower school.

Applicants who are unsuccessful at obtaining places on a particular course will be offered a place on an alternative course.

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

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

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

Accepting or declining the offer of a place.

Places are offered on the understanding that there is a commitment to meet the academic requirements of the school and the individual courses. Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the school within two weeks from the date of the offer letter. If a form is not received, there will be one further written warning and failure to respond may result in the place being withdrawn. Parents are requested to advise the school at any stage if they are not accepting the place for any reason.

Appeals

Anyone whose application is unsuccessful is entitled to appeal to an independent appeals panel. Information about this process can be obtained from the school.

5. General Contact information for all admissions

Copies of the school admissions arrangements, sixth form prospectus and application form for sixth form are available on the school website www.maidenerlegh.co.uk or from the School Office Manager, who should be contacted in the first instance with any queries about the school admission arrangements.

Email office@maidenerlegh.wokingham.sch.uk
Telephone 0118 9262467
Fax 0118 9266111

The Office Manager
Maiden Erlegh School
Silverdale Road
Earley
Reading
RG6 7HS

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

Email schooladmissions@wokingham.gov.uk
Telephone (0118) 974 6143
Fax (0118) 974 6135

School Admissions Team
Children's Services
Wokingham Borough Council
P O Box 156
Shute End
Wokingham
Berkshire RG40 1WN

Consultation on
Admission Arrangements to Maiden Erlegh School 2013-14

20 December 2011- 29 February 2012.

Maiden Erlegh School is consulting on its admission arrangements for children entering or transferring to this school during the 2013-14 academic year. The government has consulted on a new Admissions and Appeals code and this is due to receive royal assent shortly (expected February 2012). Once the draft becomes statute, any statutory changes will be incorporated into our admission arrangements without consultation. It is currently anticipated that the only relevant change will be to amend criterion A to give priority to any child who has been a looked after child rather than being looked after at the time of application. This is already included in the proposed arrangements for 2013/14 and is detailed below.

Proposed changes

- 1. We propose to remove Criterion B- 'children who have a serious medical, physical or psychological condition which makes it essential that they attend this school rather than any other' from the over subscription criteria. This criterion has limited value compared to the other over subscription criteria.**

The 5 remaining over subscription criteria would remain in the same order as in the 2012/13 arrangements, as detailed below. (Criterion A has been amended to reflect the changes in the revised Admissions code.)

- A. Looked after children or children who were looked after: A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989). Previous "looked after children" include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 which defines a "residence order" as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a "special guardianship order" as an order appointing one or more individuals to be a child's special guardian (or special guardians). Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:
 - i. Confirmation by the home local authority that the child is looked after or
 - ii. Confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders
 - a. Adoption order
 - b. Residence order
 - c. Special guardianship order
- B. Children whose permanent home address is in the designated area of the school and who have a brother or sister or step-brother or step-sister who have one or more parents in common, or any other child for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school. If the only relevant sibling is, or all relevant siblings are, in Year 11, then it must be the intention of the family that the relevant sibling or one of the relevant siblings is due to continue to study at the school in year 12.
- C. Children whose permanent home address is in the designated area of the school.
- D. Children who do not live in the designated area and who have a brother or sister or step-brother or step-sister who have one or more parents in common, or any other child for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school. If the only relevant sibling is, or all relevant siblings are, in Year 11, then it must be the intention of the family that the relevant sibling or one of the relevant siblings is due to continue to study at the school in year 12.
- E. Any other children.

- 2. Sixth Form admissions entry criteria. We propose to include the need for a pass at C or above in either English or Mathematics GCSE as an additional entry requirement to the 6th form. All other details of the admission arrangements remain the same.**

The proposed admission arrangements for 2013/14 and current admission arrangements for 2012/13 can be found on the school website-
<http://maidenerleghschool.co.uk/information/admissions/>

The draft revised Admission Code can be found on the DfE website
<http://www.education.gov.uk/schools/adminandfinance/schooladmissions/a00199845/departmental-response-to-the-consultation-on-changes-to-the-admissions-framework>

Responding to the consultation

Comments are invited from any parent or other persons with an interest in the proposed arrangements. If you wish to make a comment on this consultation you may do so by letter or email to the address below.

Comments should reach the school by **Wednesday 29 February 2012**

**Maiden Erlegh School
Admissions consultation
Silverdale Road
Earley
Reading
RG6 7HS**

**Email: office@maidenerlegh.wokingham.sch.uk –
adding 'Admissions consultation response' in the
subject box**