

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

**FOR CONSIDERATION BY** Admissions Forum on 11 December 2012

**REPORT PREPARED BY** David Armstrong

**SUMMARY**

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 voluntary aided schools:

All Saint's CE Aided Primary School.

Earley St Peter's CE Aided Primary.

Sonning CE Aided Primary School

Shinfield St Mary's CE Aided Junior School

The Piggott School

**List of Background Papers**

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

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# ALL SAINTS CE (AIDED) PRIMARY SCHOOL, WOKINGHAM

## SCHOOL ADMISSION ARRANGEMENTS SEPTEMBER 2014 – AUGUST 2015

### 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 2014. 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 2014 is therefore open to all children born between 1 September 2009 and 31 August 2010 and such children will be offered a full-time place in the FSU from September 2014.

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 2015 to September 2015 would have to apply for a place in Year 1 in school year 2015-16 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 January 2014. By 17 March 2014 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 2012.

#### 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 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 (see Note 2).
2. Children who have a sibling (Note 3) living in the same family unit who is in attendance at the time the application is processed 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 (see note 2), living in the same family unit, of former pupils who were registered as being on roll of the school (including The Palmer Junior School and Whitelocke Infant & Nursery School)
5. 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.
6. 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).
7. Children of staff at the school where :
  - o the member of staff has had a contract of employment for two or more years at the time the application for admission is made

or

- o the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

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 :

Manager for Special Educational Needs  
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 January 2014. 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 January 2014 will be dealt with as 'late' and considered after the main allocation of places.

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

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

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

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

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

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

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

## **8. Waiting List**

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

## **9. 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.

## **10. Appeals**

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

For further information please contact:

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

## **11. Review**

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

## **12. 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 under section 22 of the Children Act 1989. An adopted child is one adopted under the terms of the Adoption and Children Act 2002 (see Section 46). A residence order is one under the terms of The Children Act 1989 (see Section 8 defining a residence order as one settling the arrangements to be made as to the person with whom the child is to live". Section 14A of the Children Act 1989 defines a 'special guardianship order as one appointing one or more individuals to be a child's special guardian/s. Those applying under Criterion 1 would need to provide evidence to support their application, e.g. copies of the relevant adoption, residence or special guardianship order.

### 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.

Where the application of oversubscription criteria results in children with dates of birth in the same academic year in the same family, places will be offered even if this will result in the school going above the admission number with one exception; where to do so will result in the school breaching infant class size legislation at Key Stage 1 (e.g. class size must not break 30 children to 1 qualified teacher). In this instance, the places will be allocated by the drawing of lots carried out by at least two members of the Governing Body. In such instances, parents will be offered the place and will need to decide whether they wish their children to be split or consider placement together at an alternative school after allocation.

### 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 2014.



#### **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.

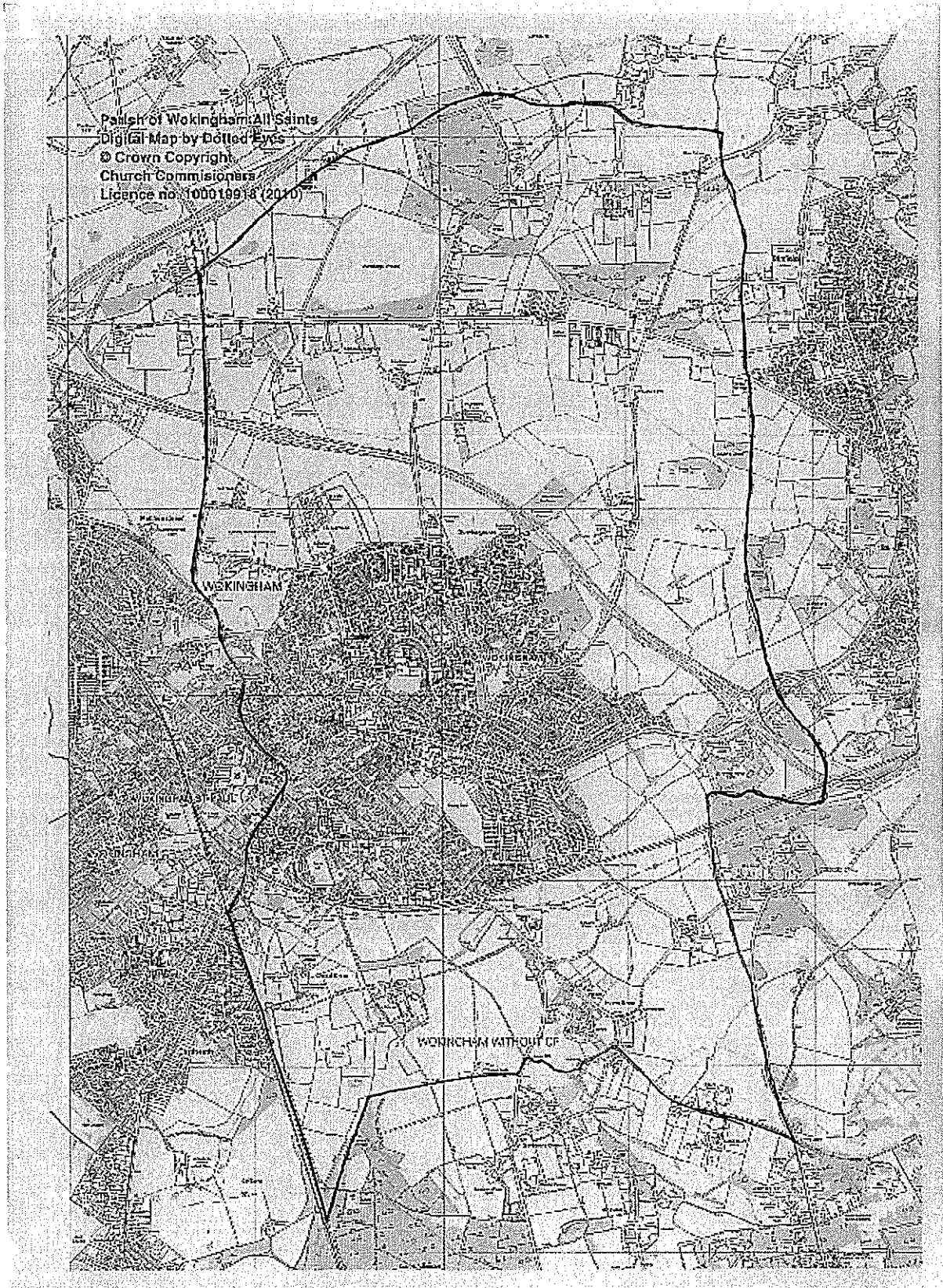
#### **ADDITIONAL NOTE**

**\*WBC has revisited its wording regarding tie-breaker calculation – the wording below has been adopted :**

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's Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiply 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.

#### **ADDITIONAL NOTE RE. SCHOOLS ADJUDICATOR**

Any person or body who considers that any maintained schools arrangements are unlawful, or not in compliance with the Code or relevant law relating to admissions, can make an objection to the Schools Adjudicator. Such objections must be referred to the Adjudicator by 30<sup>th</sup> June. Further information on how to make an objection can be obtained from the Office of the Schools Adjudicator:  
<http://www.schoolsadjudicator.gov.uk>



**POLICY FOR ADMISSION TO THE NURSERY 2014 - 2015**  
**ALL SAINTS CE (AIDED) PRIMARY SCHOOL, WOKINGHAM**

**1. Introduction**

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

As a Voluntary Aided School, the Governing Body of All Saints 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.

**2. Entitlement**

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

If the child is born between:	They are eligible for a free part-time place in the term following their third birthdays:
1 September and 31 December	Spring term
1 January and 31 March	Summer term
1 April and 31 August	Autumn term

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

**3. The Admission Number**

The admission number is set taking into consideration the staffing levels and physical limitation of the space available at the Early Years setting. The admission number at All Saints C of E (Aided) Primary School allows for up to 60 part time places.

**4. Applications**

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

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

Parents will be notified of place availability for their child

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

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

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

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

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

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

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 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 (see Note 2).
2. Children who have a sibling (Note 3) living in the same family unit who is in attendance at the time the application is processed 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 (see note 2), living in the same family unit, of former pupils who were registered as being on roll of the school (including The Palmer Junior School and Whitelocke Infant & Nursery School)

5. 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.
6. 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).
7. Children of staff at the school where :
  - o the member of staff has had a contract of employment for two or more years at the time the application for admission is madeor
  - o the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
8. Any other children.

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

## 6. Resource Unit

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

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

Contact details for the L.A. are :

Manager for Special Educational Needs  
Wokingham Borough Council  
Highwood School Annexe  
Fairwater Drive  
Woodley  
Reading  
Berks  
RG5 3RU

0118 9746880

#### **7. Waiting Lists**

A waiting list will be held of unsuccessful applicants in case spaces become available during the year. The waiting lists are constructed according to the oversubscription criteria outlined above and based on radial distance *within each criterion*. *Late or in-year applications* will be added to the waiting list in accordance with oversubscription criteria. Parents will be asked periodically whether they wish to remain on the list. The waiting list will be retained until the end of FS1.

#### **8. Late Applications**

If an application is received after the date by which parents are notified of places, this will be considered 'late'. Late applications will be considered against the waiting list and over-subscription criteria, unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

Applications received after the notification date will be considered as an 'in-year' application. Places will be offered if available or names added to the waiting list.

#### **9. Multiple births or children with birth dates in the same academic year**

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

#### **10. Accepting or declining the offer of a place**

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

The form must be returned to the setting **within three weeks** from the date of the offer letter. If a form is not received, there will be one further written reminder and failure to respond may result in the place being withdrawn and, in the case of oversubscribed settings, a place offered to the next on the waiting list.

**Parents are requested to advise the setting at any stage, if you are not accepting the place for any reason.**

#### **11. Deferring a place**

Parents who are offered a place for their child may decide to defer (delay) their child's start date by a maximum of one term. Where parents wish to defer they are required to declare this on the acceptance form. Deferment of a place will not prejudice the application.

#### **12. Offers of sessions**

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

#### **13. Exceeding capacity**

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

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

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

#### **14. Admission to the School**

Attendance at a nursery/foundation class or foundation stage unit at a linked school **does not** guarantee admission to Foundation Stage 2 (Reception) at the school.

A separate application for admission to Foundation Stage 2 (Reception) will have to be made in accordance with the local authority co-ordinated admissions scheme.

#### **15. Review**

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

## **APPENDIX 1 ~Notes**

### **Note 1**

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

### **Note 2**

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

### **Note 3**

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

In the event of an application on behalf of children from a multiple birth which would cause the school to exceed its planned admission number of 60 the governors will seriously consider the parents' wishes for the children to be educated together.

### **Note 4**

By 'normal home address' we mean the child's home address. This is your child's address at the time you make an application for a place. We regard a child's home address to be where he/she spends the majority of the school week (Monday to Friday including nights). The school reserves the right to check the validity of any address given by asking for evidence such as inclusion on the electoral roll or a recent council tax or utilities bill confirming your name and address. If there is any reason why a child does not live at his/her parents address, for example, he/she is resident with a Grandparent, you must inform us on the application form. If you do not declare any arrangements like this, or use a relative's address for your application, we may consider that you have made a false declaration and withdraw the offer of a place. However, if you are moving into the area served by the school we will request that you provide evidence of your move, e.g. a solicitor's letter or a letting agreement, before considering an application. We need to know that you will be resident in the Ecclesiastical Parish of All Saints, Wokingham, on 1 September 2014.

### **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.



## **ADDITIONAL NOTE**

**\*WBC has revisited its wording regarding tie-breaker calculation and has adopted the wording below :**

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's Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiply 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.

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

### Governors' Admissions Policy for the Academic Year 2014-2015

Earley St. Peter's CE Primary School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

#### Admission arrangements to the Reception year in September 2014

As a Voluntary Aided School the Governing Body is the admissions authority but 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 the School Admissions Code 2012 and all relevant legislation, including that on infant class sizes and equal opportunities.

The published admission number is **70**. In 2014-2015 the Governors will therefore admit a maximum of seventy children whose fifth birthday falls between 1 September 2014 and 31 August 2015. The School will not accept applications for children who will not reach the age of five during the admission year 2014-2015

The school will offer all children full time schooling in the September following their 4<sup>th</sup> birthday. 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 may request that entry is deferred to later in the school year 2014-15 or until the child reaches compulsory school age (the term after their fifth birthday). In such cases the school will reserve a place for the child. If parents of children whose fifth birthday falls between 1 April and 31 August 2015 wish to defer entry to September 2015, they will have to make a separate application for a Year 1 place in September 2015. In such instances, there may be no places available in Year 1, which could have 70 children transferring from the Reception Year 2014-2015.

Parents who wish to apply for the Reception Year in September 2014 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than **15 January 2014**. Applications received after this date will normally be considered only **after** all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 16 April 2014.

**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.**

## **Over-subscription criteria**

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

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. Both forms **must** be received by **15 January 2014**.

### **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. Both forms **must** be received by **15 January 2014**.

### **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 respective home address and the School using the system applied by Wokingham Borough Council at the time of the application. 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 a person independent of the school.

For entry to the F2 Rising 5 (Reception Year) in 2013/2014, the school received ( ) applications.

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

2013/2014	No. of applications	No. of offers
Statement naming school		
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. (This will be updated at a later date)

## APPENDIX A

### Admission Arrangements for 2014-2015

**NOTE:** A separate admissions policy is applied to Earley St. Peter's Nursery and an offer of a Nursery place does **NOT** guarantee an offer of a school place.

In **November 2013**, common application forms will be sent by the child's home L A to parents who have registered to receive an application pack for those children who reach compulsory school age between 1 September 2014 and 31 August 2015. **Applications must be made on the common application form and the common application form must be returned to the child's home LA.**

**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 January 2014.**

Applications received **after the deadline** for receipt will be considered only **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).

Parents who wish to change, **after** the closing date, their preference for oversubscribed schools for a school not previously requested, will not be allowed to do so without a genuine reason for doing so, e.g. the family has recently moved to another address, 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 2014 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.

### **Other admissions**

*In-year admissions applications are normally dealt with by the child's home Local Authority (LA) who will coordinate available places, in any year group, at any time of the year (e.g. for families who have recently moved home) and these will be considered by the Governors. Parents are welcome to contact the LA Admissions Team or the school, to establish if a place is available in a particular year group. Parents will then need to complete an application form provided by their home LA (or if their home LA does not co-ordinate in year applications, provided by the school or by Wokingham LA). The number of places in all year groups is 70.*

### **Waiting list**

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.

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 (normally two weeks from the date of the letter), or the place will be offered to the next name on the waiting list. The child must start at the school within 10 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 that it is in the best interests of the child.

### **Appeals**

Parents whose application is not successful have a right of appeal. Appeals 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. In the event of an unsuccessful appeal, the school does not consider any further application in the same school year (1 September to 31 August), unless there is a major change in circumstances.

### **Further information**

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

## **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	Gardner 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 – 301 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 are 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)

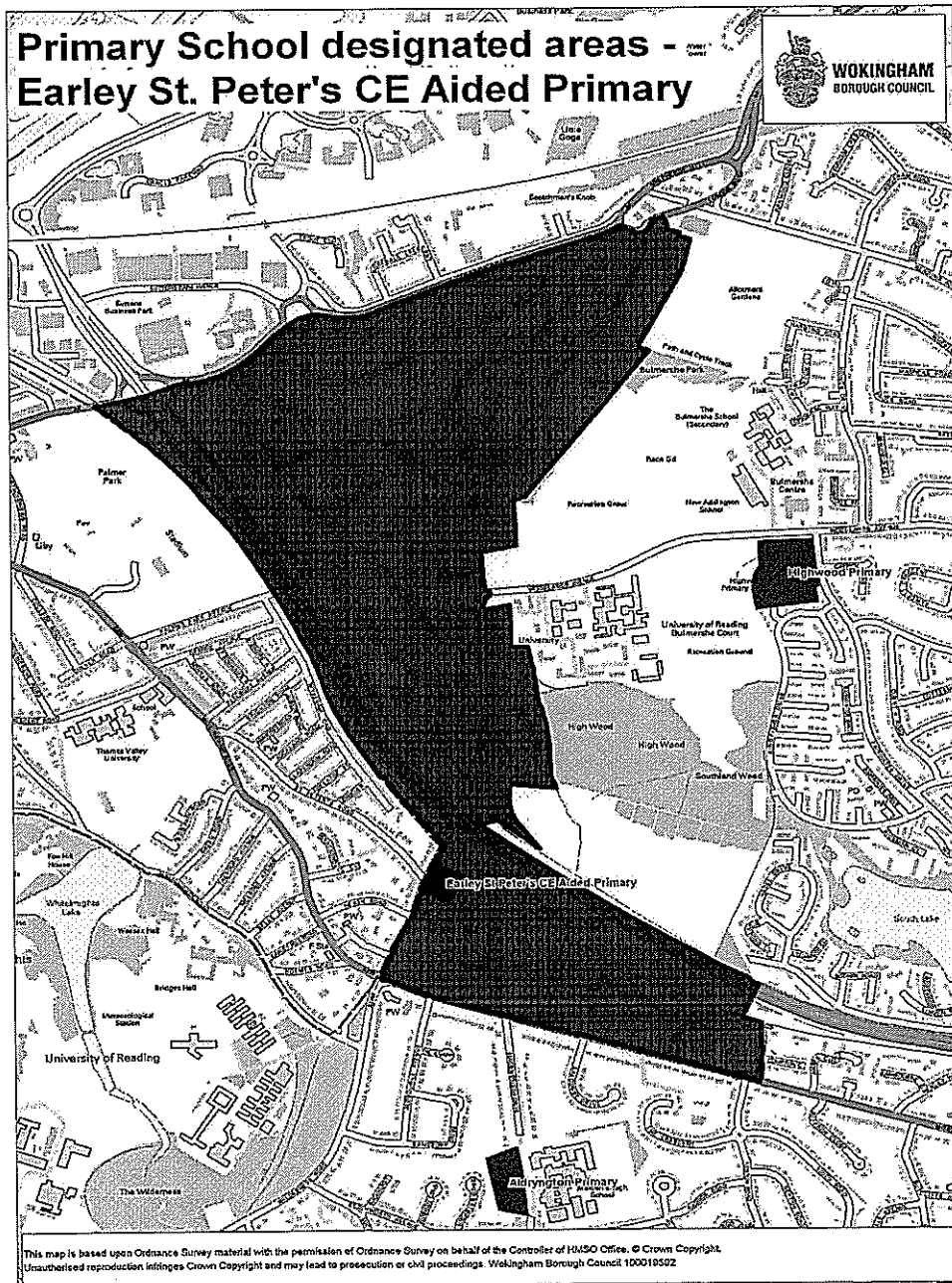
### **Looked After Children**

'Looked after' means children for whom any Local Authority acts as a parent – ie children in the care of a local authority or being provided with accommodation by a Local Authority in the exercise of its social services functions.



## Appendix E

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



Map reproduced and published with permission from the LA

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

## Admissions Policy for 2014-2015

### 1 Introduction

- 1.1 Shinfield St. Mary's CE (VA) Junior School values highly its Christian ethos, its close links with the local church and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school we welcome applications from Christian families and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.
- 1.2 The Governing Body 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.
- 1.3 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 Admission Arrangements to Year 3 in September 2014

- 3.1 Parents (see Note 1) wishing to apply for a Year 3 place in September 2014 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application.
- 3.2 There are 63 places available (the published admission number or PAN) in Year 3 in September 2014.
- 3.3 Applications for entry to Year 3 at Shinfield St. Mary's CE (VA) Junior School should be submitted on the Common Application Form and received by the local authority by **January 15, 2014**. Offers of a place will be sent out by the LA by **April 16, 2014**. **Parents must accept offers before 30 April 2014**.  
  
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.  
  
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 12 November 2013.
- 3.4 If applying under the school's admission criterion 6 (Denominational grounds) the Shinfield St. Mary's CE (VA) Supplementary Information Form should be completed and returned to the school by **January 15, 2014** (See Note 6).
- 3.5 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)), the LA or online at [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions)
- 3.6 If the Supplementary Information Form is not received the application will not be considered under criterion 6 but will be considered under criteria 2 to 7

- 3.7 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 (See Appendix 3 for map).
- 3.8 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 2014 is therefore open to all children born between September 1, 2006 and August 31, 2007. The number of intended admissions (the admission number) for the year commencing September 1, 2014 is 63.
- 3.9 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**

Children with a Statement of Special Educational Needs will be admitted to the school where parents name this school whether there are places available or not.

- 1 Looked after children and previously looked after children who were previously looked after, but ceased to be so because, immediately after being looked after, they were adopted or became subject to a residence order or special guardianship order. (See Note 2)
- 2 Children/families with exceptional medical or social needs that make it essential that they attend Shinfield St. Mary's rather than any other school. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (See Note 3)
- 3 Children who have a sibling on the roll of the school or on the roll of Shinfield Infant and Nursery School at the time of application and who is expected to be in attendance at the school at the time of their entry. (See Note 4).
- 4 Children on the roll of Shinfield Infant and Nursery School on the date of application (See Note 5)
- 5 Children where their normal home address is in the designated area. (See Note 5)
- 6 Children where a parent 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 date of application. Where parents have not lived in the area for long enough to satisfy the attendance requirements at a particular church, aggregate attendance at a previous church and the new church will be considered (See 6)
- 7 Other children.

The school's Admissions Panel will rank applications for admission strictly according to the school admissions criteria and return this list to the LA by March 17, 2014.

#### **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 2) 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 Wokingham BC. All year groups at the school

have an admission number of 63. Applications should be on the in-year Common Application Form of the LA in which you live if that authority is operating a co-ordinated scheme and be sent to that LA for processing, or you may apply direct to Wokingham Borough Council. Wokingham BC will contact the school to ascertain whether or not there are places available and will make any offer on behalf of the school.

- 6.2 The Governing Body will only consider in-year admissions up to half a term in advance of the desired date for entry. For example, for entry in January the application will not be considered until after the October half term break. 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.
- 6.3 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 2012

The school received 42 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 30, 2014.
- 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 The Appeals Code states that parents have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. **Appeals** against refusal for entry should be sent in writing, with reasons, to the Admissions Clerk at the school. 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 Schools Admissions Appeals Code)
- 9.2 There were no appeals for admission to the school in 2012.
- 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, such admissions 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 2013-2014 and 2014-2015 will be administered by the LA in accordance with their published co-ordinated admissions scheme.

## 11 Contact Details

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

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

To contact the LA:

Wokingham Borough Council  
PO Box 156  
Shute End,  
Wokingham RG41 1WN

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

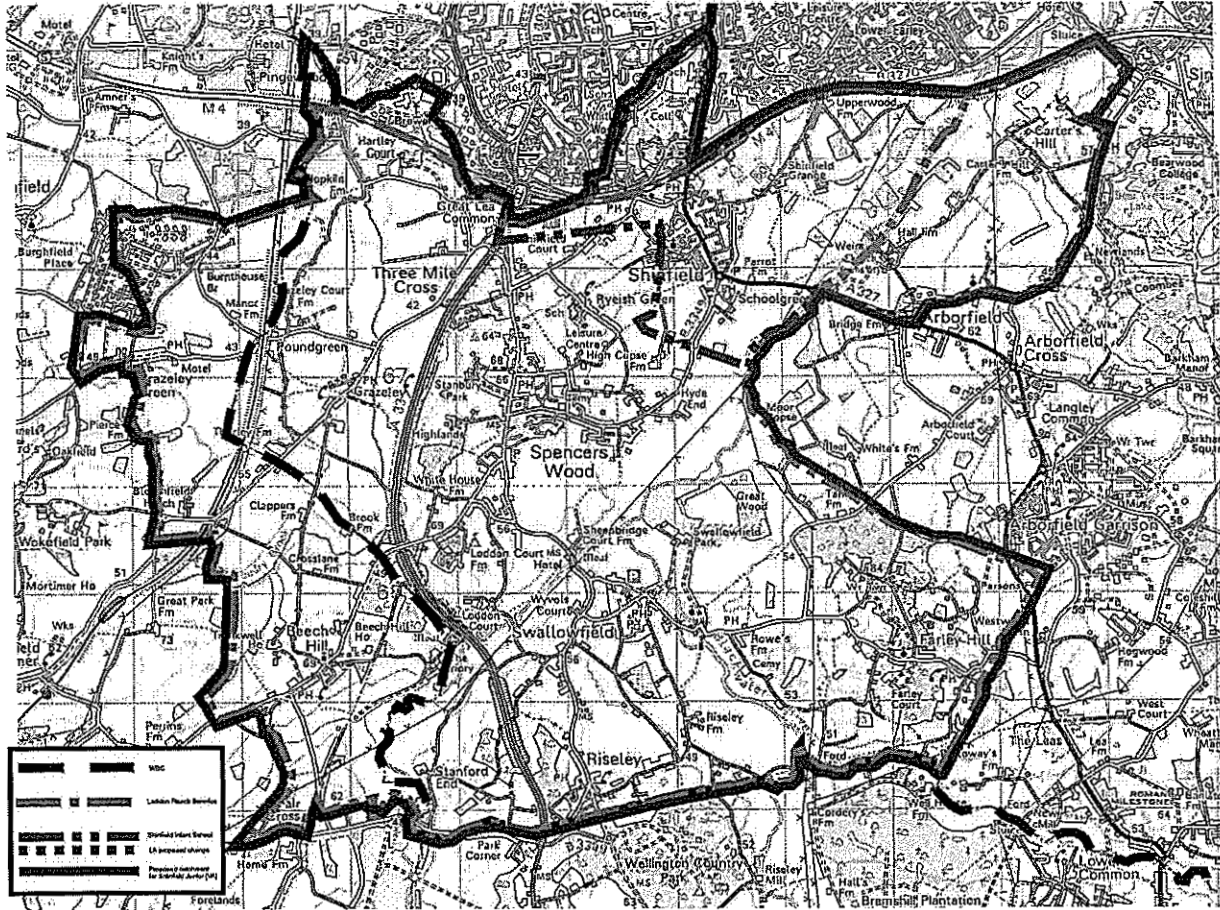
## Appendix 1 Notes

- Note 1. Parent: a parent is any person who has parental responsibility for or is the legal guardian of the child.
- Note 2. By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Adoption orders come under the terms of the Adoption and Children Act 2002, Section 46. A 'residence order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, residence or special guardianship order).
- Note 3. 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 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. 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 some official documentation 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, 2014**. 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 6. Parents will be required to ask their priest or minister to confirm their church attendance in writing and to complete the relevant section on the Supplementary Form (or forms where aggregate attendance at more than one church is to be considered). The LA application form and Supplementary Form(s) 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.
- 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.

## Appendix 2 Summary of Dates

Applications to be received by:	Offers sent out by:	Parents to accept by:	Appeals lodged by:
15 January 2014	16 April 2014	30 April 2014	16? (21) May 2014

### Appendix 3: Map of Designated Catchment Area





# 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:

**Please give this form to your Priest/Minister to complete.**

### **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: .....

Name: .....

Position: .....

Date: .....

**THIS FORM SHOULD BE RETURNED TO THE SCHOOL BY 15 JANUARY 2014**

Wokingham Borough Council



The Church of England



Diocese of Oxford



# Sonning Church of England (Aided) Primary School

## Admissions arrangements for September 2014– August 2015

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 Oxford 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 the School Admissions Code 2012 and all relevant legislation, including that on infant class sizes and equal opportunities.

Sonning School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, other faith or no faith, but we expect parents to respect the Christian ethos of our school.

### Admission arrangements to the Reception Year in September 2014

Applications for entry to Sonning C of E School in the school year September 2014-August 2015 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.

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

The Governors' Admissions Committee will consider all applications during March 2013 and applications will be ranked in accordance with the oversubscription criteria. Wokingham LA will be notified by 17 March 2014 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 2014/2015 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 2015 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 2015 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 2014 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. (see note 2)
2. Children (or a parent) who have exceptional medical or social needs that make it essential that they attend Sonning School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See note 3)
3. A child with a normal home address (see note 4) in the Ecclesiastical Parish of Sonning, **and** with a sibling (see note 5) on the roll of the school at time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. 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.
5. A child with a normal home address in the Ecclesiastical Parish of Sonning.
6. 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.

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 a 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 2014. 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.

### **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 30 for Reception 2014-15 or the number of places (30) in other year groups.

### **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 30 places. Applications for in-year admissions should be submitted to Wokingham LA. Admissions outside the normal age group will be dealt with as indicated below.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-5 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term [using the three term year] in advance of the desired date for entry. For example for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an

address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof

### **Admission outside normal 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, such admissions 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.

### **Applications in the previous year**

In the year 2012/13 there were 78 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 2012/13= 30

These were allocated under a slightly different system of over subscription criteria and are not directly comparable to current criteria (please see explanatory notes in brackets- for more clarification please contact the Admissions Clerk)

Children with statements naming the school = 0

Cat 1 = 0 (looked after children)

Cat 2 = 11 (siblings)

Cat 3 = 4 (catchment Sonning church attenders)

Cat 4 = 2 (out of catchment Sonning church attenders)

Cat 5 = 2 (out of catchment siblings)

Cat 6 = 11 (all other catchment children)

Cat 7 = 0 (those attending other Christian churches other than the Parish of Sonning and Charvil)

Cat 8 = 0 (all other children)

There were no admissions appeals for this group.

Trends in applications are difficult to judge at present, but we have had consistent numbers of sibling applications whilst the number of Sonning church attending families (Cats 3&4) has dropped slightly but ceases to be of relevance under the new over subscription criteria. For the second year we have placed no out of catchment children apart from siblings and church attenders. If these data were reviewed by our new criteria there would be no Cat 1&2 children, 11 Cat 3 children, 2 Cat 4 children, 15 Cat 5 children and 2 Cat 6 children.

### **Appeals**

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.

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. (Tel: 0118 9693399 Email: [acarne@sonning.wokingham.sch.uk](mailto:acarne@sonning.wokingham.sch.uk))**

### **Notes**

Note 1 "Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2 By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Adoption orders come under the terms of the Adoption and Children Act 2002, Section 46. A 'residence order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, residence or special guardianship order).

Note 3 When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person (e.g. doctor, psychologist, health visitor or social worker) who is aware of the situation and supports your reasons for preferring Sonning School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4 By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident

elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). 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 parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Note 5 By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/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. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

27th October 2012

## THE PIGGOTT CHURCH OF ENGLAND SCHOOL ADMISSIONS ARRANGEMENTS FOR ACADEMIC YEAR 2014/15

### PREAMBLE

The vision of the Piggott School is to encourage the highest achievement in all its students, through inspirational teaching, opportunities and learning. To this end it has five main aims, namely to:

1. Develop enquiring minds which are capable of independent thought
2. Promote the value of lifelong learning
3. Be open to new ideas
4. Provide a caring environment based on Christian values
5. Encourage respect and tolerance

The Governors have determined the following admission arrangements in accordance with the applicable legislation and the School Admissions Code the draft form of which having been introduced in November 2012 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 203.

#### 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 should be returned 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 2014/15 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
  - 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 by the deadline for

- applications 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, who have not been admitted in an earlier criteria 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 and Ireland over the year immediately preceding the date of application (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 LA 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. Only one appeal from an applicant will be heard in any one academic year, unless there has been a significant change in circumstances. The decision of the appeal panel is binding on the school.

(see also page 8)

## WAITING LIST

The LA will maintain a waiting list until 31<sup>st</sup> December, after this date 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.

## APPEALS

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

## PART 3 – ADMISSION TO THE SIXTH FORM

Students wishing to join the Piggott School Sixth Form need to meet the following requirements, depending on which pathway has been chosen. The pathway required is available subject to the Average Point Score (APS) being achieved at GCSE, together with individual subject requirements. The *Qualification Curriculum Authority (QCA)* awards points according to the following table and these are used to determine APS at GCSE (ie the average score achieved for grades gained at GCSE)

A*	A	B	C	D	E	F	G
58	52	46	40	34	28	22	16

**A level Pathway (level 3)**

- A student wishing to take the A level option must achieve an APS at GCSE of 43 points or more.
- As a general requirement the minimum GCSE grade for English and Mathematics is a C grade. This grade requirement could be higher, depending on the subject choice.
- Students are required to take 4 subjects at AS level in Year 12 and 3 subjects at A2 level in Year 13.
- Each subject has specific entry requirements based on particular GCSE grades and these also need to be achieved to access the course.

**Vocational Pathway (level 3)**

- A student wishing to take the Vocational option must achieve an APS at GCSE of 38 points or more.
- Students are required to take the equivalent of 3 Vocational subjects in Year 12 and 2/3 Vocational subjects in Year 13.
- Each subject has specific entry requirements based on particular GCSE grades and these also need to be achieved to access the course.
- The minimum GCSE grade for English and Mathematics is a D grade. This grade requirement could be higher, depending on the subject choice.
- All Students will need to follow an English or Mathematics course equivalent to GCSE in Year 12 if they have not achieved a C grade in either subject at GCSE.
- It is possible to mix and match the Vocational and A level courses. Entry requirements for each subject will still need to be achieved.

**Vocational Pathway (level 2)**

Where the entry criteria for a level 3 course have not been met, the following level 2 option will be available.

- A student wishing to take the level 2 Vocational option must achieve an APS at GCSE of 34 points or more.

- The minimum GCSE grade for English is a D grade and for Mathematics is an E grade.
- Level 2 courses in English, Mathematics and Workskills, which form the core of this course.
- A choice of three further vocational subjects equating to six GCSEs to be studied in Year 12.
- Successful completion of this pathway will entitle you to pursue a level 3 course.

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 2014 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 2<sup>nd</sup> December 2013. 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 and previously looked after children; for full definition, see page 2.
- 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 and previously looked after children; see page 2 for full definition.
- 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.

The Piggott School ensures that the independent appeal panel is trained to act in accordance with all relevant provisions of the School Admissions Appeals Code published by the Department for Education. The Code can be found online. If, after an appeal, an appellant is concerned that the appeal did not comply with the Appeals Code or was set up wrongly, and that this affected the outcome of the appeal, a complaint can be made to the Education Funding Agency (EFA). The EFA will investigate the complaint on behalf of the Secretary of State.

If the EFA finds that the appeal arrangements have breached the Code, the Piggott School may be required to establish a fresh appeal to hear the case again if EFA finds that such a breach affected the outcome of the appeal.

Complaints to the EFA about the appeal panel *process* (not the *outcome*) should be submitted by sending a completed complaint form by email to [academyquestions@efa.education.gov.uk](mailto:academyquestions@efa.education.gov.uk) or by post to the Admission Appeal Complaints team at the Education Funding Agency.

The EFA's Procedure for dealing with complaints about the maladministration of independent appeal panels for admission to academies is available to download (see page 10).

Contact details available on page 9.

## 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 both as a Year 7 applicant and an In-Year applicant.

## 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](http://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	<a href="mailto:admissions@piggott.wokingham.gov.uk">admissions@piggott.wokingham.gov.uk</a>
<b>The Piggott School</b>	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](http://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	<a href="mailto:schooladmissions@wokingham.gov.uk">schooladmissions@wokingham.gov.uk</a>
Pupils' Services	Telephone	(0118) 9746143
Wokingham Borough Council	Fax	(0118) 9746135

P O Box 156  
Shute End  
Wokingham  
Berkshire RG40 1WN

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Admission Appeal Complaints  
Academies Central Unit,  
**Education Funding Agency**  
Earlsdon Park  
Butts Road  
Coventry  
CV1 3BH



## Complaint of maladministration by an independent appeal panel for admission to an Academy

### What we can consider

The EFA cannot consider complaints that the decision of an independent appeal panel for admission to an Academy was wrong. The EFA acts on behalf of the Secretary of State in these matters and he cannot overturn the decision of a properly constituted appeal panel, therefore neither can we. Decisions can only be overturned by the courts where the appellant is successful in applying for a judicial review. We can consider:

- whether the panel was correctly constituted by the admissions authority; and
- whether the admissions authority has acted reasonably in exercising functions in respect of the appeals process, or failed to discharge a duty in relation to that process. We will look at complaints that a panel was not set up in line with the provisions of the Code, or did not follow the procedures that are set out in the Code.

### About you

Name of person submitting complaint: \_\_\_\_\_

Address (including post code):

Phone no:

E-mail:

### About the appeal

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

Are you the child's legal guardian?\*

Yes/No

Date of appeal hearing:

Academy applied for: \_\_\_\_\_

Name of Clerk and address on the decision letter:

\*If you are not the child's legal guardian, we'll need a signed statement from them to show you are acting on their behalf.

How we will handle your complaint: Your complaint will be considered under the EFA's published Procedure for handling complaints about the administration of the appeal process by

independent appeal panels for admission to Academies which is available from the Department for Education website

Details of your complaint:

Please tick below to indicate whether you think the panel:

Was not set up properly	<input type="checkbox"/>	Did not follow the Code	<input type="checkbox"/>	Did not act reasonably in discharging duties	<input type="checkbox"/>
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Please explain here the reason(s) you would like to complain:

How did this affect the outcome?

Please explain why you think this affected the outcome of your appeal:

**Sharing information**

Please tick to indicate if you are happy for the detail of your complaint to be shared with the Clerk to the appeal panel and the Academy. We will not be able to take your complaint further if you tick No, unless the complaint is about a general failure of compliance.

Yes

No

**Further information**

Please attach or enclose any information that you think is relevant to your complaint, for example the decision letter from the appeal panel. We will contact you for more information if we need it.

**Proposed extension to The Piggott School designated area 2014/14.**

**Details:**

Extension – To the southern part of the school’s current designated area, extending the boundary south along the A321 from Whistley Mill to the Whistley Green turning. At this point, the proposed boundary progresses south along the B3030 to a junction with a minor road leading to the Castle Public House. From the public house the boundary would then be across farm land to meet the A321 again at a junction with a minor road to Buckland Farm. It follows this minor road eastwards and on to another minor road east of Buckland Farm and on towards Surrells Wood. At the western edge of Surrells Wood the boundary turns north following the minor road to the junction with the B3018. The boundary follows the B3018 to its junction with a further minor road, which it follows, meeting the old boundary at Hungerford. *In all cases the houses along these roads will be classed as in catchment, including the no through road at Whitley Green.*

This would put the pupils in Hurst Village into our catchment.

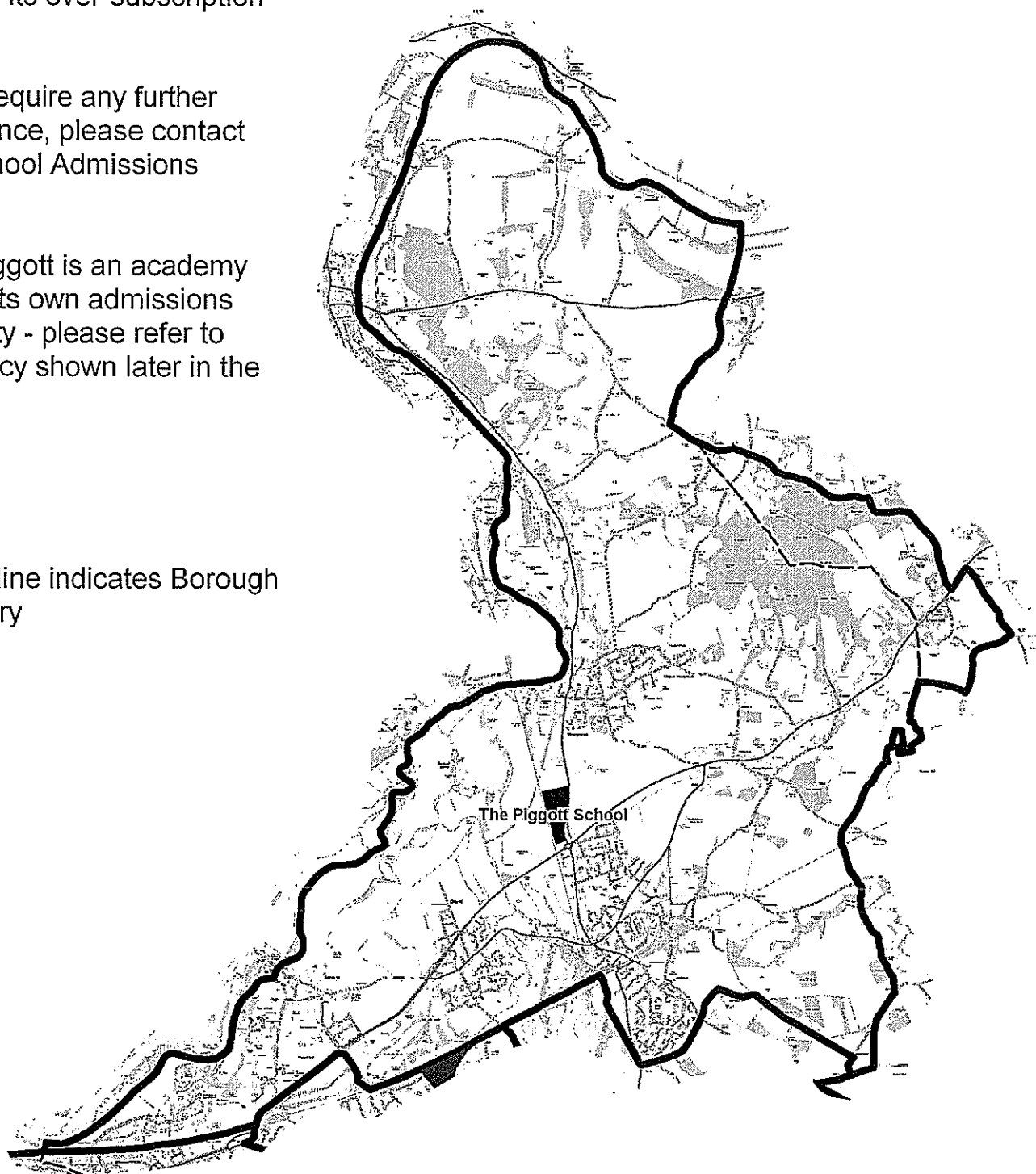
# Secondary School designated areas - The Piggott

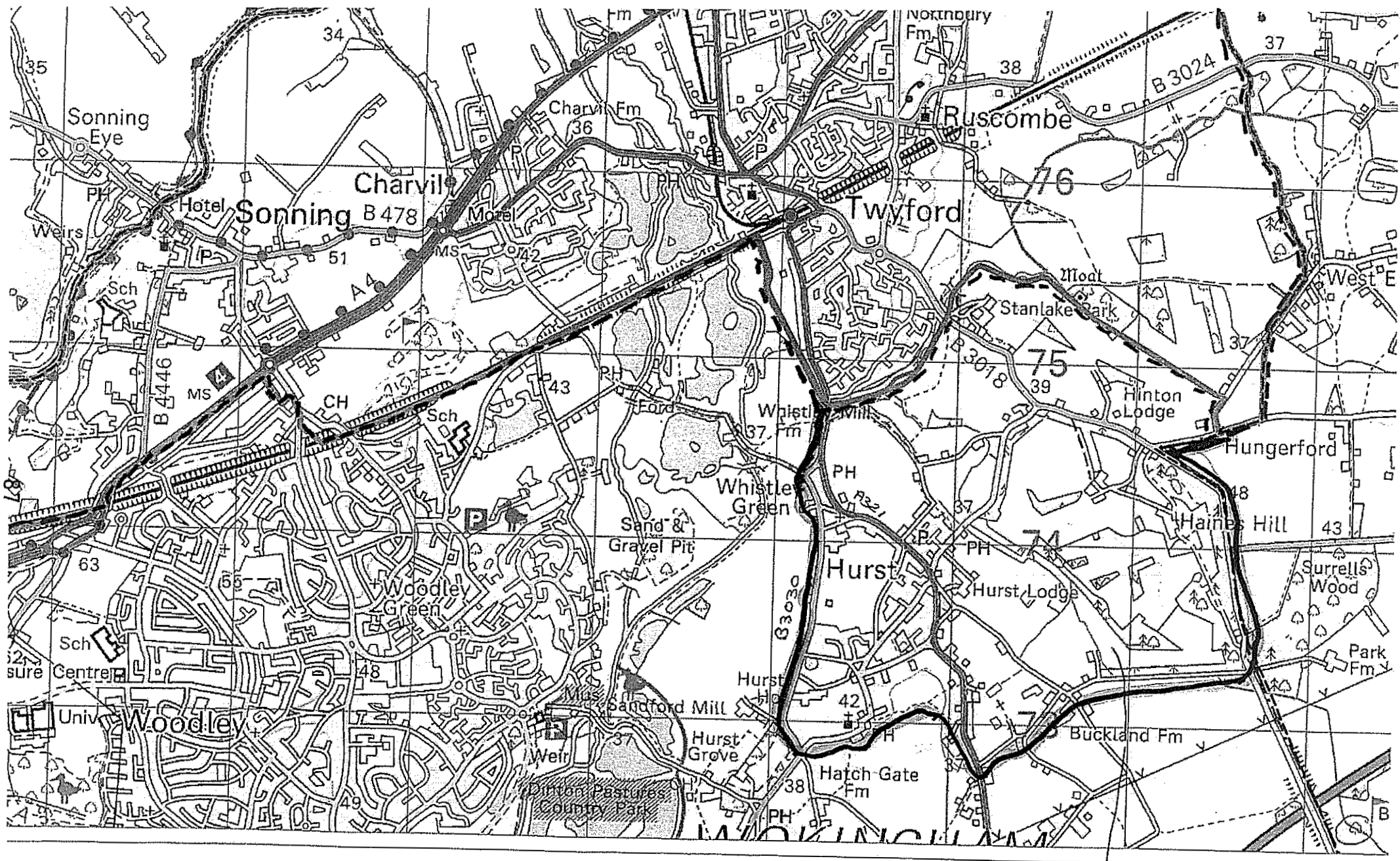
This map gives a guide to the designated area of The Piggott that is used in its over-subscription criteria.

If you require any further assistance, please contact the School Admissions Team.

The Piggott is an academy and is its own admissions authority - please refer to the policy shown later in the guide.

Dotted line indicates Borough boundary





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 ices Crown Copyright and may lead to prosecution or civil proceedings. Wokingham District Council 100018388

*proposed extension*