

| | |
|-----------------------------|---|
| TITLE | Consultation on 2015-16 Admission Arrangements for Voluntary Controlled and Community Schools and Co-ordinated Admissions Schemes. |
| FOR CONSIDERATION BY | Admissions Forum on 2 December 2013 |
| REPORT PREPARED BY | Sue Riddick, Lead Admission Officer |

SUMMARY

The School Admissions Forum is invited to comment on the content of the local authority's annual admissions consultation. This statutory consultation will include the draft co-ordinated admissions schemes and any proposed changes to the admissions arrangements for community and voluntary controlled schools.

Consultation will take place with the local authority's relevant area for a minimum eight week period to conclude by 1 March 2014. The forum is invited to comment on the proposed content of the consultation.

RECOMMENDATIONS

That the Forum:

- a) comments on the proposed items to be consulted upon and
- b) advises the local authority of any other issues which it feels should be addressed within the consultation on admission arrangements for the 2015-2016 admission year

SUPPORTING INFORMATION

Items that the local authority proposes to consult upon are set out in annex A to this report.

The Forum is invited to advise upon these matters prior to the consultation being extended to schools, admission authorities within the relevant area, adjoining local authorities, the Diocesan authorities, parents of children between the ages of two and eighteen and any other persons within the relevant area who in the opinion of the admissions authority have an interest in the proposed arrangements.

List of Background Papers

Current School Admissions Code, School Admissions Appeals Code, and relevant Regulations

Approved co-ordinated admissions schemes for previous years.

| | |
|------------------------------|---|
| Held by Sue Riddick | Service Children's Services |
| Telephone No 974 6113 | Email sue.riddick@wokingham.gov.uk |
| Date 20 November 2013 | Version No. 1.1 |

| |
|--|
| DRAFT (FOR CONSIDERATION BY ADMISSIONS FORUM) |
|--|

**CONSULTATION ON ADMISSIONS ARRANGEMENTS FOR WOKINGHAM BOROUGH
COUNCIL COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS AND THE
COUNCIL'S
PROPOSED CO-ORDINATED ADMISSIONS SCHEMES FOR 2015/2016**

AN EXPLANATION OF PROPOSED CHANGES ON WHICH VIEWS ARE INVITED

Consultation is on the whole of the admission arrangements and draft schemes; the issues highlighted in this document are those where significant changes are proposed or on which further views are particularly sought. Responses are also welcome on any other aspect of the admission arrangements and coordinated schemes.

The consultation runs from 9 December 2013 to 3 February 2014. Responses should be returned by 3 February 2014 to:

Sue Riddick
School Admissions Lead Officer
Children's Services
Wokingham Borough Council
Shute End
Wokingham RG41 1WN

Email: admissions.review@wokingham.gov.uk

OVERSUBSCRIPTION CRITERIA

1. Criterion B – serious medical, physical, psychological or social needs as grounds for admission (Primary and Secondary School Admissions)

It is proposed to revise the wording used for this criterion together with the note to provide greater emphasis and clarity. There is no substantive change as social need was included in the last consultation. The revised wording is proposed below.

"B Children who have exceptional medical or social needs as the grounds for their admission to a particular school. (See note 2)

Note 2

When submitting applications under criterion B (exceptional medical or social needs as grounds for their admittance to a particular school), this must be supported by written evidence from an independent professional aware of the child's case (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2015 for consideration prior to the main allocation of places. An admissions panel

will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January will not be taken into account in the main allocation of places but may if agreed by panel, affect the applicant's position on a school's waiting list after offer day.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies."

2. Criterion C – In the case of a junior school; children who have attended an infant school with close links with the school. (applicable to primary admissions only)

It is proposed to amend this oversubscription criterion to show the requirement for a child to currently attend the infant school by the closing date for applications as the current wording could be misinterpreted by a parent of a child who previously attended the school. The revised wording is as follows:

"C For junior school applications to transfer to year 3; children who are attending the infant school with close links with the school by the deadline for applications."

3. Note 3 to criterion C and D - For schools where changes to designated areas were made from 2010/11, children who will have siblings attending the school in September 2014, but resided in what was the former designated area (or former shared area) when these places were allocated, will be treated as living within the school's designated area (Criterion D). This clause will no longer be applied after August 31, 2015. (Applicable to primary admissions only)

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

It is proposed to remove this section of note 3 which applied to the criteria – siblings living in the designated area and children living in the designated area as this has now time expired.

4. F Children whose parents have a preference for single sex education (applicable to secondary admissions)

It is proposed to remove this criterion and all other references to The Forest School as there are no community schools requiring this criterion. Also removed are the specific tiebreaker and sibling protection which applied to this school.

5. Split living arrangements (applicable to primary and secondary admissions)

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

It is proposed to amend the above wording to provide more detail relating to children who equally split their time between parents as follows:

“Where a family claims to be resident at more than one address, justification and evidence of the family’s circumstances will be required e.g. split residence order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, the School Admissions Team will assess and make a judgment about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- 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 or early years setting of the contact details and home address supplied to it by the parents
- where the child is registered with the GP
- any other evidence the parents may supply to verify the position

The information provided will be considered by an admissions panel of at least two officers and their decision is final. It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

6. Inclusion of a new section relating to the inclusion of proposed new schools within the co-ordinated arrangements (applicable to the co-ordinated admissions scheme)

As new schools come on-stream in the borough; it is proposed to include arrangements on how such schools can be included in the co-ordinated schemes when there is initial approval to open, if they wish to do so. This follows guidance issued by the Department for Education. See Annex D to the proposed co-ordinated admissions scheme.

7. Amendment to existing wording relating to upper school admissions (applicable to secondary admissions)

An Academy in the borough will be proposing to introduce a new relevant year. The previous wording specifically related to applying for schools outside the borough. It is therefore proposed to amend this to read as follows:

“Admission to upper schools (with an entry age after 11) e.g. year 9 or year 10 transfer

These arrangements will be managed centrally by Children’s Services. A separate application will be available for parents wishing to apply for a place for schools which have a separate admissions number in year 9 or year 10. Applications will be accepted in the same way as it would for the normal admissions round. Co-ordination will be held with other local authorities where preferences are expressed for schools in their area. The maintaining local authority will inform Wokingham Borough Council if a place is to be offered in one of its schools and Wokingham Borough Council will inform the parent of the outcome of the application.”

8. Waiting lists (applicable to primary and secondary admissions)

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school. Positions on the list will be determined by applying the oversubscription criteria outlined above. Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on a waiting list.

Waiting lists will be retained by Children's Services to fill places that may become available during the school year until September 30, of year 10. Parents will be asked to inform Children's Services if they wish to remain on waiting lists and will receive periodic requests to see if they wish to remain on the list. If academy, voluntary aided or foundation schools have stated that they operate waiting lists in their policies, the waiting list will transfer to the school on December 31, 2014, unless the governing body indicates that they want the local authority to hold their lists.

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

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

It is proposed to amend the wording to provide greater clarity for parents as follows:

"Waiting lists

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school until the end of year 2 (infant schools) or year 6 (primary schools) to fill places that may become available during the school year. No account is taken of the length of time spent on a waiting list.

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received; therefore waiting lists 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
- When parents respond to periodic requests to see if they wish to remain on the waiting list
- At the end of a school year; should there be a change in the determined oversubscription criteria

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

Parents will be asked to inform Children's Services if they wish to remain on waiting lists and will receive periodic requests to see if they wish to remain on the list. Where no response is received, the child's name will be removed from the waiting list. If own admission authority schools have stated that they operate waiting lists in their policies, the waiting list will transfer to the school on 31 December 2015, unless the governing body indicates that they want the local authority to hold their lists.

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

9. ADMISSION NUMBERS

The new School Admissions Code no longer requires consultation on increase to school admission numbers and comments are not invited on these proposals as part of this

consultation. However, for information, the Council has adopted a Primary School Strategy setting out its aims to increase school places during the period 2013-2016, either by expanding existing schools or by commissioning new schools. Further information about individual proposals, with opportunity to comment on them, will be available through separate consultation processes.

The planned admission numbers, to be set out in the draft co-ordinated scheme, will be updated in the light of any decision taken to consult on statutory proposals for implementation in 2015/2016, or any changes determined and notified to the Local Authority by own-admission authority schools.

10. DESIGNATED AREAS

No changes are proposed in the Borough. However, there are likely to be statutory proposals to expand primary school provision in Shinfield / Spencers Wood. If approved, these may lead to modifications to the current designated area arrangements, if changes are necessary in order to implement the proposals.

11. CO-ORDINATED SCHEMES

There are no major changes to the timetable for the co-ordinated schemes. Proposed elements of the scheme are set out below for comment.

Key dates

| PROPOSED TIMETABLE CO-ORDINATED ADMISSION SCHEMES 2015/16 | |
|--|---|
| Date | Action |
| July 8, 2014 | Maintained schools to provide school information to enable composite prospectus to be compiled |
| By September 12, 2014 | Application packs for secondary transfer to be distributed via primary schools and on request |
| By September 12, 2014 | Composite prospectus published on council's website |
| September 12, 2014 | Online admissions open for applications for transfer to secondary school |
| October 31, 2014 | National closing date for secondary transfer applications |
| November 25, 2014 | Secondary transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration |
| November 2014 | Application packs to be posted for entry to primary to parents who are either attending Wokingham borough early years' settings or who have registered with the school admissions team or who are transferring to junior school to be distributed via infant schools or on request, |
| November 12, 2014 | Online admissions open for applications for entry to primary and transfer to junior school |

| | |
|-------------------------|--|
| January 15, 2015 | National closing date for evidence to be provided to meet Wokingham Borough Council criteria for those transferring to secondary school; transferring to junior school; or starting school |
| January 15, 2015 | Ranked lists to be submitted to the local authority by own admission authority schools for secondary transfer |
| January 15, 2015 | Closing date for entry to primary and transfer to junior school applications, together with aided schools' supplementary information forms, if applicable. |
| February 10, 2015 | Entry to primary and junior transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration |
| February 16, 2015 | SEN Team to inform parents of pupils transferring to secondary school or to junior school with statements of special education need of their allocated school |
| February 28, 2015 | Appeals timetable published to website (own admission authority schools will publish details on the school's website) |
| March 2, 2015 | National secondary offer day – letters posted by first class post (the next working day after 1 March) |
| March 16, 2015 | Secondary transfer: Deadline for accepting the offer of a place Late applications to be processed Waiting list information available |
| March 16, 2015 | Ranked lists to be submitted to the local authority by own admission authority schools for the entry to primary and junior transfer |
| March 31, 2015 | Final co-ordination with other local authorities for entry to primary and junior school transfer |
| March 31, 2015 | closing date for notification of a secondary appeal to be heard together |
| April 16, 2015 | National offer day for primary applications for those starting school and transfer to junior school offer day – letters posted by first class post |
| April 30, 2015 | Entry to primary and junior transfer: Deadline for accepting the offer of a place Late applications to be processed Waiting list information available |
| May 19, 2015 | Closing date for notification of an entry to primary or junior transfer appeal to be heard together |
| End May/early June 2015 | Local authority to advise schools of final allocation details |
| May/June 2015 | Secondary appeals to be heard in accordance with published timetable |
| June/July 2015 | Starting school and junior transfer appeals to be heard in |

12. In-Year Co-ordinated Scheme

The School Admissions Code no longer requires in-year applications to be co-ordinated. The Council is proposing to continue to maintain a local co-ordinated in-year scheme for community and voluntary controlled schools and for this to include own admission authority schools where there is agreement to do so. This will be similar to the 2015/2016 scheme with two exceptions; the timeline for applications to be processed is extended from 15 to 20 school days to allow for appropriated consideration under the Fair Access Protocol for some applications and parents may apply direct to Wokingham Borough Council regardless of whether the home authority is co-ordinating.

It is also proposed to provide greater clarity to parents regarding the process for appealing for a subsequent year group.

“Appeals are normally heard for the year group applied for, to start in that year group; if a parent wishes to appeal for the next year group (applicable after the May half-term prior to a September start), a parent will be asked to submit a new application form for that year group. The later application will supersede the previous application. Children’s Services can then ensure that there are no new circumstances to take into consideration prior to the issuing of a letter refusing the school place.”

Changes proposed to criteria and schemes above will also be applied to the in-year co-ordinated scheme.

7 Foundation Stage One

It is proposed to amend to criteria within this policy to prioritise children attending a school nursery or Ambleside receiving the free entitlement for two year olds and also to indicate the designated area of Ambleside Nursery as follows:

C Children who are attending the school nursery or foundation stage unit or who attend the linked day care setting – The Pastures – for The Ambleside Centre under the free entitlement for two year olds

E Children whose permanent home address is in the designated area for the linked school or in the RG5 post code area for The Ambleside Centre



**WOKINGHAM
BOROUGH COUNCIL**

Children's Services

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

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

For entry to schools in

2015/2016

CONTENTS

| | Page |
|---|-----------|
| Section A: Introduction (including scheme timetable) | 2 |
| Section B: Scheme for Primary Schools | 5 |
| Section C: Scheme for Secondary Schools | 19 |
| Section D: Scheme for new school inclusion in Co-ordinated schemes | 29 |
| Section D: Relevant Area | 31 |

A) PROPOSED CO-ORDINATED ARRANGEMENTS FOR SCHOOL ADMISSIONS FOR ENTRY FROM SEPTEMBER 2015 to AUGUST 2016.

INTRODUCTION

1 Purpose of the Co-ordinated Schemes

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

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

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

2 Timetable for Consultation and Decision

The co-ordinated schemes were formulated by the local authority, in consultation with other admission authorities and the Schools Admissions Forum. Statutory consultation must last for at least eight weeks and be completed by March 1 2014. The local authority must have formulated a co-ordinated scheme for state funded schools in their area by January 1, 2014. The final schemes will then be approved by the Council's Executive taking account of the views expressed in the consultation, and notified to the Secretary of State by the statutory deadline of April 15, 2014.

The table below summarises this process:

| | |
|--------------------------------|---|
| December 2, 2013 | Prior consideration by the Admissions Forum of proposed changes to the Co-ordinated Scheme. |
| December 2013 to February 2014 | Consultation with schools and other admission authorities on proposed changes in the relevant area. The Council, and the Governing Bodies of Academy, Aided and Foundation Schools, to consult on their admission arrangements for September 2014 where changes are proposed. (Statutory public consultation) |
| March 1, 2014 | Statutory date by which consultation must be completed |
| March 10, 2014 | Further consideration, by the Admissions Forum or alternative body if in place, of the proposed changes and outcome of the consultation |
| March 27, 2014 | Admissions policy to be considered and determined by Council's Executive |
| April 15, 2014 | Statutory deadline for co-ordinated schemes to be determined and notified to the Secretary of State and relevant admissions authorities |

3 Admission Numbers

Children's Services carries out a Net Capacity Assessment of all maintained schools in Wokingham Borough (excluding Academies unless commissioned to do so) to determine the Indicated Admission Number for individual schools. Admission authorities must have regard to this number when identifying published intakes within their admission arrangements. Wokingham Borough publishes the admission number (either the **Indicated Admission Number** or, where a different intake is agreed in consultation with the school's governing body, the resulting **Planned Admission Number**) for all community and voluntary controlled schools. Together with the admission numbers determined by governing bodies for voluntary aided, academy and foundation schools, these are published in the Parent's Guide's to Admissions which forms the authority's composite prospectus. The admission numbers proposed to apply for entry from September 2015 are set out within the Primary and Secondary Co-ordinated Schemes (pages 16 and 26).

4 Timetable for Co-ordinated Admissions Schemes 2015/16

| PROPOSED TIMETABLE CO-ORDINATED ADMISSION SCHEMES 2015/16 | |
|--|---|
| Date | Action |
| July 8, 2014 | Maintained schools to provide school information to enable composite prospectus to be compiled |
| By September 12, 2014 | Application packs for secondary transfer to be distributed via primary schools and on request |
| By September 12, 2014 | Composite prospectus published on council's website |
| September 12, 2014 | Online admissions open for applications for transfer to secondary school |
| October 31, 2014 | National closing date for secondary transfer applications |
| November 25, 2014 | Secondary transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration |
| November 2014 | Application packs to be posted for entry to primary to parents who are either attending Wokingham borough early years' settings or who have registered with the school admissions team or who are transferring to junior school to be distributed via infant schools or on request, |
| November 12, 2014 | Online admissions open for applications for entry to primary and transfer to junior school |
| January 15, 2015 | National closing date for evidence to be provided to meet Wokingham Borough Council criteria for those transferring to secondary school; transferring to junior school; or starting school |
| January 15, 2015 | Ranked lists to be submitted to the local authority by own admission authority schools for secondary transfer |
| January 15, 2015 | Closing date for entry to primary and transfer to junior school |

| | |
|-------------------------|---|
| | applications, together with aided schools' supplementary information forms, if applicable. |
| February 10, 2015 | Entry to primary and junior transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration |
| February 16, 2015 | SEN Team to inform parents of pupils transferring to secondary school or to junior school with statements of special education need of their allocated school |
| February 28, 2015 | Appeals timetable published to website (own admission authority schools will publish details on the school's website) |
| March 2, 2015 | National secondary offer day – letters posted by first class post (the next working day after 1 March) |
| March 16, 2015 | Secondary transfer: Deadline for accepting the offer of a place Late applications to be processed Waiting list information available |
| March 16, 2015 | Ranked lists to be submitted to the local authority by own admission authority schools for the entry to primary and junior transfer |
| March 31, 2015 | Final co-ordination with other local authorities for entry to primary and junior school transfer |
| March 31, 2015 | closing date for notification of a secondary appeal to be heard together |
| April 16, 2015 | National offer day for primary applications for those starting school and transfer to junior school offer day – letters posted by first class post |
| April 30, 2015 | Entry to primary and junior transfer: Deadline for accepting the offer of a place Late applications to be processed Waiting list information available |
| May 19, 2015 | Closing date for notification of an entry to primary or junior transfer appeal to be heard together |
| End May/early June 2015 | Local authority to advise schools of final allocation details |
| May/June 2015 | Secondary appeals to be heard in accordance with published timetable |
| June/July 2015 | Starting school and junior transfer appeals to be heard in accordance with published timetable |

B) CO-ORDINATED ARRANGEMENTS FOR PRIMARY ADMISSIONS

1 Overview of the scheme

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

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

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

Schools may take pupil details if a school visit takes place for their records but this is not part of the application procedure. Parents must register their child's details with the school admissions team to receive an application pack, which will include a single application form on which to rank schools in order of preference. This includes preferences for own admissions authority schools e.g. academies, voluntary aided and foundation schools. Where reference is made in this scheme to academies, this includes free schools.

Preferences may also be expressed for new Academies where there is agreement by the proposer to do so; a proposed scheme is included in Appendix D.

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

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

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

Parents will complete the common application form and return it to Children's Services by the agreed deadline. An acknowledgement cards will be issued with the common application form. Where a parent completes and returns it stamped and addressed,

they will receive postal confirmation of the receipt of their form. Children's Services will record receipt of the form and validate the application (checking proof of address by reference to Council Tax records). For online applications, validation where possible will also be electronic, for example by reference to other data held by the council. Children's Services will forward all preferences for own admission authority schools within the Borough for allocation by their governing bodies, in accordance with their own admissions criteria. These schools will then forward their ranked lists to Children's Services within an agreed timescale.

Children's Services will issue all offers of places at maintained schools to parents living in the Wokingham Borough including, where applicable, offers on behalf of the governing bodies of aided, academy and foundation schools or other local authorities. Each child will receive a single offer on the national offer date of 16 April 2015. Offers will be accompanied by an acceptance form.

Parents will be advised that if they fail to accept an offer of a place within 14 days of the offer letter, the offer may be withdrawn after one further written reminder being issued. This part of the scheme is important in allowing early identification of spare places at over-subscribed schools, which can then be allocated from waiting lists. Where a preference cannot be offered parents will be informed of the reason why and of their right of appeal.

2 Nursery and Foundation 1 Admissions

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

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

3 Timing of entry to Primary Education

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

For admission to the 2015/16 academic year, the local authority will offer all children a full time school place from the September following their fourth birthday.

Parents may request that their child attends part-time until the child reaches compulsory school age, the start of the first school term after their fifth birthday. Parents may defer their child's admission to the school until later in the school year or until the child reaches compulsory school age in that school year. Where parents choose to defer their child's admission, or take up the place part-time but later wish to increase it to full-time, before their child has reached statutory school age, this must be discussed with the Headteacher to agree the effective date.

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

4 Applications for Academy, Foundation or Voluntary Aided Schools

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

The Parent's Guide for primary school admissions will include the agreed admissions policies of all own admission authority schools (academy, voluntary aided and foundation schools) within the Wokingham borough. Parents will be provided with a single source of information setting out the admissions criteria for all schools in the borough for which applications can be made under the scheme.

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

It is the responsibility of the parent to ensure that any supplementary forms are completed and returned to the school in accordance with its policy when expressing a preference for an academy, aided or foundation school. The forms will be available on the council's and school websites or on request. The common application form must be returned to Children Services.

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

5 Publicity / Information

Details of the agreed scheme for entry to primary education will be publicised in advance and full details of the arrangements will be published in the Parent's Guide to Primary School Admissions. This guide will be published on the council's website by September 12, 2014 and hard copies will be sent to parents during November 2014. It is the responsibility of parents to ensure that they register their child's details with the school admissions team either on paper or online in order to receive an application pack.

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

6 Detailed arrangements of the scheme

Admission outside normal age group

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

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

Pupils with a Statement of Special Educational Needs

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

Non Wokingham residents wishing to apply for WBC schools

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

Wokingham residents wishing to apply for non-Wokingham schools

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

Multiple offers

Multiple offers are eliminated under these arrangements but parents remain free to make applications to the independent sector. There is one exception where a proposed new academy is included in the scheme to enable parents to express a preference for the school. The school will be removed for allocation and offer purposes from the scheme where the Department for Education has not given final approval for the school to open by a date to be agreed with the proposer but by at least second week of March. In such cases, the applications for the proposed new school will be considered outside the scheme in accordance with Appendix D.

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

Appeals

All applicants who were not allocated a preferred school will be informed of their right of appeal. Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the letter refusing a place. Children's Services will ensure that appeals are arranged for the Borough's

community and voluntary controlled schools. The governing bodies of own admission authority schools must determine their own appeal arrangements, although they may choose to do so via the local authority. Applicants will be informed where the admission of additional children would breach the infant class size limit.

The local authority will not consider any further application for admission, nor is there any automatic right to a further appeal for admission within the same academic year (September 1 to August 31) unless there is an **exceptional** situation resulting in a significant change of circumstances relevant to the application.

Waiting lists

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school until the end of year 2 (infant schools) or year 6 (primary schools) to fill places that may become available during the school year. No account is taken of the length of time spent on a waiting list.

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received; therefore waiting lists 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
- When parents respond to periodic requests to see if they wish to remain on the waiting list
- At the end of a school year; should there be a change in the determined oversubscription criteria
-

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

Parents will be asked to inform Children's Services if they wish to remain on waiting lists and will receive periodic requests to see if they wish to remain on the list. Where no response is received, the child's name will be removed from the waiting list. If own admission authority schools have stated that they operate waiting lists in their policies, the waiting list will transfer to the school on 31 December 2015, unless the governing body indicates that they want the local authority to hold their lists.

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

Parents will be asked to inform Children's Services if they wish to remain on waiting lists and will receive periodic requests to see if they wish to remain on the list. Where no response is received, the child's name will be removed from the waiting list. If own admission authority schools have stated that they operate waiting lists in their policies, the waiting list will transfer to the school on 31 December 2015, unless the governing body indicates that they want the local authority to hold their lists.

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

Applications made after the closing date but before offer date

The closing date for applications for school places in the normal admission round will be January 15, 2015. Children's Services will, as far as possible, accept applications that are received 'late' for a good reason, e.g. when a single parent has been ill for some time, or a family has just moved into the area or is returning from abroad, provided they

are received before January 15, 2015. Changes to existing applications received after January 15, 2015 will be considered as 'late' and considered after the allocation.

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

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

Applications made after the offer date but before August 31, 2016

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

Change of preference

Parents who wish to amend their application **before** the closing date will be allowed to do so as long as they put their request in writing to the School Admissions Team or amend their online application by the closing date.

Parents who wish to amend their application **after** the closing date should put their request in writing to the School Admissions Team. No consideration will be given to their request until after the offer date.

It should be noted that if an alternative school place has been allocated by the local authority as no parental preference received by the closing date could be met, that any changes of preference can adversely affect access to assistance with school transport.

Admission to Junior Schools

These arrangements will be managed centrally by Children's Services. Using existing data, Children's Services will pre-print application forms for all year 2 pupils, living in the Wokingham Borough, registered at Wokingham Borough infant schools in October 2014. These forms will be sent to parents via their infant school in November 2014 together with information on schools, timeline and process map and information advising parents where they can access the Parent's Guide to transferring into year 3 of a junior school in Wokingham Borough on the website or request a hard copy. Forms will also be available from Children's Services for any other parents living in the Wokingham Borough of children in year 2 wishing to apply to transfer to Borough junior schools including those on year 2 waiting lists.

Consideration will only be given to any preference expressed for a primary school after the May half-term 2015 in accordance with the in-year co-ordinated scheme.

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

Parents will apply for a place at a junior school by the same deadline as for first admission to infant and primary schools. Children's Services will issue all offer and

refusal letters as detailed in the authority's timetable. Parents will be offered the right of appeal if necessary.

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

Admission to middle schools in other local authorities

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

Oversubscription Criteria

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

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

- A 'Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order' (previous looked-after children). (see note 1)
- B Children who have exceptional medical or social needs as the grounds for their admission to a particular school. (See note 2)
- C For junior school applications to transfer to year 3; children who are attending the infant school with close links with the school by the deadline for applications.

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

*Voluntary aided junior school included for completeness. - the school's governing body's admissions policy will apply.

- D Children whose permanent home address is in the school's designated area and who have a sibling - brother or sister, half brother or sister, adopted brother or sister, step brother or step sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at

the same address as that sibling and who will be at the school when the child will enter the school. Siblings attending a school nursery cannot be considered. (See notes 3, 4 and 5)^{3, 4, 5}

- E Children whose permanent home address is in the schools' designated area. (See note 3)³.
- F Children who have a sibling - brother or sister, half brother or sister, adopted brother or sister, step brother or step sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and who will be at the school when the child will enter the school. Siblings attending a school nursery cannot be considered. (See notes 4 and 5)^{4, 5}
- G Any other children

Note 1

A 'looked after child' is a child who is:

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989).

Previous 'looked after children' include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). 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

Note 2

When submitting applications under criterion B (exceptional medical or social needs as grounds for their admittance to a particular school), this must be supported by written evidence from an independent professional aware of the child's case (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying

under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2015 for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January will not be taken into account in the main allocation of places but may if agreed by panel, affect the applicant's position on a school's waiting list after offer day.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

Note 3

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

Note 4

In the case of linked infant and junior schools, the application will be treated as meeting criteria D or F if the child's sibling will be at either of the two schools at the time the child would enter the school. Siblings attending a school nursery cannot be considered. At the initial allocation, when a parent is applying for a Reception place at an infant school that has both a feeder and a sibling link to a Junior school and that child has a sibling currently attending Year 2 of the Infant school but who will have left by the time the younger child starts, the Reception applicant will be considered under the sibling criterion as part of the initial allocation. This is because, due to the feeder link, they will be expected to still have a sibling at the linked junior school at the time of admission.

Note 5

Occasionally a parent with more than one child can express a preference for their designated area school for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident within designated area). Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

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

Tie Breaker

Priority will be given within criterion C (linked infant and junior schools) to children living within the designated area, then siblings, before applying the tie breaker below (For tie breaker purposes within criterion C, designated area and siblings are defined as in criteria E and F).

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 multiplied 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.

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

Designated Area

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

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

Residency Requirements

Home address

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

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

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already own a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The latest date for submission of evidence to support a move is January 15, 2015. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

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

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

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

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. split residence order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, the School Admissions Team will assess and make a judgment about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- 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 or early years setting of the contact details and home address supplied to it by the parents
- where the child is registered with the GP
- any other evidence the parents may supply to verify the position

The information provided will be considered by an admissions panel of at least two officers and their decision is final. It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the borough by January 15, 2015. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team.

Service Families

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

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

Where the application of oversubscription criteria results in splitting twins or other siblings from a multiple birth in the same school year; places will be offered even if this will result in the school going above admission number.

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

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

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

10 Admission Numbers for 2015/2016

| PRIMARY SCHOOLS | PUBLISHED ADMISSION NUMBER | Admission No. indicated by Net Capacity Assessment**** |
|---|----------------------------------|---|
| Aldryngton Primary School | 45 | 45 |
| All Saints CE Primary School (Aided)** | 45 | 45 |
| Bearwood Primary School | 40 | 36 |
| Beechwood Primary School | 45 | 42 |
| Charvil Piggott Primary School (part of The Piggott School)** | 30**** | - |
| Colleton Primary School, The | 60 | 35 |
| Coombes CE School, The | 75 | 75 |
| Crazies Hill CE Primary School | 15 | 15 |
| Earley St Peter's CE Primary School (Aided)** | 70 | 70 |
| Emmbrook Infant School | 60 | 60 |
| Emmbrook Junior School | 64 | 60 |
| Evendons Primary School** | 25 | - |
| Farley Hill Primary School | 30 | 26 |
| Finchampstead CE Primary School (Aided)** | 17 | 17 |
| Gorse Ride Infant & Nursery School | 60 | 60 |
| Gorse Ride Junior School | 64 | 60 |
| Grazeley Parochial CE Primary School (Aided)** | 15 | 12 |
| Hatch Ride Primary School | 30 | 30 |
| Hawkedon Primary School | 90 | 70 |
| Hawthorns Primary School, The | 60 | 61 |
| Highwood Primary School | 30 | 30 |
| Hillside Primary School | 60 | 60 |
| Keep Hatch Primary School | 60 | 60 |
| Lamb's Lane Primary School | 30 | 30 |
| Loddon Primary School, The | 60 | 60 |
| Nine Mile Ride Primary School | 50 | 50 |
| Oaklands Infant School | 60 | 60 |
| Oaklands Junior School | 62 | 60 |
| Polehampton CE Infant School | 60 | 52 |
| Polehampton CE Junior School | 60 | 60 |
| Radstock Primary School | 60 | 60 |
| Rivermead Primary School | 60 | 60 |
| Robert Piggott CE Infant School | 45 | 40 |
| Robert Piggott CE Junior School | 49 | 45 |
| Shinfield Infant & Nursery School | 60 | 60 |
| Shinfield St Mary's CE Junior School (Aided)** | 63 | 50 |
| Sonning CE Primary School (Aided)*** | 30 | 30 |
| South Lake Primary School | 60 | 60 |
| St Dominic Savio Catholic Primary School (Aided)** | 60 | 60 |
| St Nicholas CE Primary School | 20 | 20 |
| St Paul's CE Junior School | 96 | 96 |
| St Sebastian's CE Primary School (Aided)** | 24 | 22 |
| St Teresa's Catholic Primary School (Aided)** | 45 | 34 |
| Walter Infant School | 90 | 90 |
| Wescott Infant School | 56 | 50 |
| Westende Junior School | 60 | 60 |
| Wheatfield Primary School** | 30 | - |
| Whiteknights Primary School | 60 | 60 |
| Willow Bank Infant School | 60 | 60 |
| Willow Bank Junior School | 60 | 67 |

| | | |
|---------------------------|----|----|
| Windmill Primary School** | 30 | - |
| Winnersh Primary School | 60 | 60 |
| Woodley CE Primary School | 45 | 44 |

There is no longer a requirement to consult on an increase in admission numbers for individual schools. This table may be amended when admission arrangements are determined, including any school net capacity assessments reviewed during 2013 – 2014. In some cases, there may be proposals associated with schemes for school expansion which require separate statutory determination. These expansions are subject to separate consultation in parallel with consultation on school admission arrangements. If the school expansions are not approved prior to the determination of the local authority's admission arrangements; the original admission number as stated in this table will be determined, but this may be varied at a later stage (as a permitted variation) to implement the school expansion proposals, if approved. Admission numbers may also be increased by the admission authority after determination where there is due to an unforeseen major change in circumstances.

**Own admission authority schools included for completeness.

***Net capacity assessments are regularly reviewed with schools but include revised numbers where agreed. Net capacity assessments are not included for academies, as the number of places to be provided is determined by the Secretary of State in each academy's Funding Agreement.

****Charvil Piggott Primary School is part of The Piggott School (age range 4-18). The admission number shown reflects the number in the primary phase of the school.

C) CO-ORDINATED ARRANGEMENTS FOR SECONDARY ADMISSIONS FOR ENTRY FROM SEPTEMBER 2015 TO AUGUST 2016

1 Overview of the Co-ordinated Scheme

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

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

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

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

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

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

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

Children's Services will send other local authorities details of applications for their schools in November 2014. Own admission authority schools apply their admission criteria, including any selection tests, and send their own local authority a list indicating the order in which all children applying have priority by reference to oversubscription criteria.

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

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

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

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

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

On March 2, 2015, Children's Services will write to all parents resident in Wokingham Borough who completed an application form, informing them of their child's allocated school place. It will be stated if the offer is being made on behalf of a school that is its own admission authority. If parents have applied online, the results may be viewed. Where a preference cannot be offered, parents will be informed of the reason why and offered the right to appeal the decision.

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

Offers will be accompanied by an acceptance form. A facility to accept first preference offers online may be available. Parents will be advised that if they fail to accept an offer of a place by March 16, 2015, the offer will be withdrawn after one further written reminder being issued. This part of the scheme is important in allowing early identification of spare places at oversubscribed schools, which can then be allocated to from waiting lists.

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

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

2 Detailed arrangements of the scheme

Admission outside the normal age group

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

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

Pupils with a Statement of Special Educational Needs

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

Appeals

Parents may appeal for any school where their application has been unsuccessful. All unsuccessful applicants will be informed of their right of appeal. Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the letter refusing a place. Children's Services will ensure appeals are arranged for community schools in the Borough. The governing bodies of voluntary aided schools must determine appeal arrangements for their school.

The local authority will not consider any further application for admission, nor is there any automatic right to a further appeal for admission within the same academic year (September 1 to August 31) unless there is an **exceptional** situation resulting in a significant change of circumstances relevant to the application.

Waiting lists

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school until September 30 of year 10 to fill places that may become available during the school year. No account is taken of the length of time spent on a waiting list.

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received; therefore waiting lists 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
- When parents respond to periodic requests to see if they wish to remain on the waiting list
- At the end of a school year; should there be a change in the determined oversubscription criteria
- Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Parents will be asked to inform Children's Services if they wish to remain on waiting lists and will receive periodic requests to see if they wish to remain on the list. Where no response is received, the child's name will be removed from the waiting list. If own

admission authority schools have stated that they operate waiting lists in their policies, the waiting list will transfer to the school on 31 December 2015, unless the governing body indicates that they want the local authority to hold their lists.

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

Applications made after the closing date but before offer date

The closing date for applications for school places in the normal admission round will be October 31, 2014 for secondary schools. Children's Services will, as far as possible, accept applications that are received 'late' for a good reason, e.g. when a single parent has been ill for some time, or a family has just moved into the area or is returning from abroad, provided they are received before January 15, 2015. Changes to existing applications received after January 15, 2015 will be considered as 'late' and considered after the allocation.

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

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

Applications made after the offer date but before August 31, 2015

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

Co-ordination with other local authorities will continue until August 31, 2015 in order to eliminate multiple offers.

Change of preference

Parents who wish to amend their application **before** the closing date will be allowed to do so as long as they put their request in writing to the School Admissions Team or amend their online application by the closing date.

Parents who wish to amend their application **after** the closing date should put their request in writing to the School Admissions Team. No consideration will be given to their request until after the offer date.

It should be noted that if an alternative school place has been allocated by the local authority as no parental preference, received by the closing date, could be met, changes of preference can adversely affect access to assistance with school transport.

Admission to upper schools (with an entry age after 11) e.g. year 9 or year 10 transfer

These arrangements will be managed centrally by Children's Services. A separate application will be available for parents wishing to apply for a place for schools which have a separate admissions number in year 9 or year 10. Applications will be accepted in the same way as it would for the normal admissions round. Co-ordination will be held with other local authorities where preferences are expressed for schools in their area. The maintaining local authority will inform Wokingham Borough Council if a place is to

be offered in one of its schools and Wokingham Borough Council will inform the parent of the outcome of the application.

Sixth Form Admissions

As with admissions at statutory school age, parental preference will be met where possible. Admissions are managed by each school locally, but must comply with the School Admissions Code. Wokingham Borough Council has adopted admissions arrangements for community and voluntary controlled schools that include a model sixth form admissions policy. Each school may modify that policy to set out course requirements and criteria i.e. minimum entry qualifications, responsibility for which is currently delegated to schools, together with any additional school-specific information. Policies will be published in individual school prospectuses. No admission numbers are published for sixth form admissions at community schools, as external applications are dealt with on an ad-hoc basis subject to the availability of spaces and courses. The model policy is included as an annex to the coordinated scheme (**annexe 3**)

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

Oversubscription Criteria (applicable to community secondary schools)

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

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

- A** Priority will be given to looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order' (previous looked-after children). (See note 1)
- B** Children who have exceptional medical or social needs as the grounds for their admission to a particular school. (See note 2).
- C** Children whose permanent home address is in the school's designated area and who have a brother or sister, half brother or sister, adopted brother or sister, step brother or step sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and who will be at the school when the child will enter the school. (See notes 3 & 4)
- D** Children whose permanent home address is in the schools' designated area.
- E** Children who have a brother or sister, half brother or sister, adopted brother or sister, step brother or step sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and who will be at the school when the child will enter the school. (See note 5)
- F** Any other children

Note 1

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

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

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

Note 2

When submitting applications under criterion B (exceptional medical or social needs as grounds for their admittance to a particular school), this must be supported by written evidence from an independent professional aware of the child's case (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2015 for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January will not be taken into account in the main allocation of places but may if agreed by panel, affect the applicant's position on a school's waiting list after offer day.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

Note 3

Occasionally a parent with more than one child can express a preference for their designated area school for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident within designated area). Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

Note 4

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

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

Tie Breakers

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

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

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 multiplied 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.

In the unlikely event that two or more children live at the same distance or additional distance (measured as stated above) from school (including, for example, flats within the same building), and there are fewer places available, random allocation will be used to

decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff.

Designated Areas

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

Residency Requirements

Home address

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

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

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already own a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The latest date for submission of evidence to support a move is January 15, 2014. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

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

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

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

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. split residence order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, the School Admissions Team will assess and make a judgment about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- 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 or early years setting of the contact details and home address supplied to it by the parents
- where the child is registered with the GP
- any other evidence the parents may supply to verify the position

The information provided will be considered by an admissions panel of at least two officers and their decision is final. It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the Borough by January 15, 2014. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team.

Service Families

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

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

Where the application of oversubscription criteria results in splitting twins, other siblings from a multiple birth or siblings born in the same school year; places will be offered, even if this will result in the school going above the admission number.

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

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

4 Admission numbers for 2015/2016

| SECONDARY SCHOOLS | PUBLISHED ADMISSION NUMBER | Admission No. indicated by Net Capacity Assessment** |
|-------------------|----------------------------------|---|
| The Bulmershe | 240 | 235 |
| The Emmbrook | 210 | 202 |
| The Forest* | 200 | 200 |
| The Holt* | 210 | - |
| Maiden Erlegh* | 278 | - |
| Oakbank School* | 112 | - |
| The Piggott CE* | 203* | - |
| St Crispin's | 189 | 189 |
| Waingels College | 240 | 240 |

There is no longer a requirement to consult on an increase in admission numbers for individual schools. This table may be amended when admission arrangements are determined.

In some cases, there may be proposals associated with schemes for school expansion which require separate statutory determination. These expansions are subject to separate consultation in parallel with consultation on school admission arrangements. If the school expansions are not approved prior to the determination of the local authority's admission arrangements; the original admission number as stated in this table will be determined, but this may be varied at a later stage (as a permitted variation) to implement the school expansion proposals, if approved. Admission numbers may also be increased by the admission authority after determination where there is due to an unforeseen major change in circumstances.

*Own admission authority schools included for completeness, this is subject to determination by the individual school governing body / academy trust.

**Net capacity assessments are not included for academies, as the number of places to be provided is determined by the Secretary of State in each academy's Funding Agreement.

D) SCHEME FOR NEW SCHOOL INCLUSION IN CO-ORDINATED SCHEMES

New schools may be included as part of the co-ordinated scheme where requested by the sponsor and with the agreement of the local authority. Parents will have the opportunity of applying for new schools as part of the co-ordinated admissions scheme where initial approval is given by the Secretary of State for Education prior to the production and publication of the Parent's Guide (summer term in the year prior to entry).

Parents must apply to Wokingham Borough Council, by including the schools as a preference on the application form as part of the co-ordinated admissions scheme. The application must be returned, or submitted online, to Wokingham Borough Council by January 15, 2015.

Parents living in the Wokingham borough applying online will be able to select the schools from the list of names. It will not be possible to select the school by the school number as this is only issued after the signing of the Funding Agreement.

Parents applying for the school living outside the borough, will be able to do so outside the co-ordinated admissions scheme by completing a Wokingham Borough Council paper application and only listing the school as a preference. Preferences for other maintained Wokingham borough schools must be included on the application form available from the home authority.

Applications will be forwarded to the sponsor for ranking purposes in line with the dates within the scheme.

When final approval to open has been given by the Secretary of State for Education made by the issuing of the Funding Agreement prior to March 24, 2015; offers for the schools will be made by Wokingham Borough Council on behalf of the academy trust board of each school on April 16, 2014 and parents will be asked to confirm acceptance by April 30, 2014.

If the Funding Agreement is not signed by March 24 2015, the application for any proposed school will then be considered outside the co-ordinated admissions scheme. Preferences expressed for the proposed new schools will not impact on the application to existing schools as part of the application process, other than by using a preference.

Parents will receive an offer of an existing maintained school on April 16, 2014, taking into account the other school preferences listed on the application form, and parents will be notified separately regarding their application for proposed new schools on the same date. As a result, parents may receive at least two school place offers and parents will be asked to accept or decline the offer for the existing maintained school place by April 30, 2014. Letters will also be written by Wokingham Borough Council on behalf of the schools to those parents who applied living outside the borough.

Two school place offers may be held until final approval has been given to open. The school admissions team will notify parents holding a provisional place when a final offer can be made and it is at that point that parents will be asked to confirm which school place will be accepted; whether the child is to remain on any other preferred school waiting lists or what alternative arrangements are being made for the child's education.

If accepting a place at a new school, the original school allocation will be cancelled and the waiting list will be used to allocate to the vacancy.

Parents living outside the borough will be notified when a final school place offer can be made and if accepted, the local authority will then notify the home local authority of the acceptance.

If unsuccessful, parents will be notified of their right of appeal and given details on how to do so.

E) RELEVANT AREA

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

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

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

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

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

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

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



**WOKINGHAM
BOROUGH COUNCIL**

Proposed local co-ordinated in-year
admissions scheme for community and
voluntary controlled primary and secondary
schools and own admission authority schools
(where there is agreement to do so) in the
Wokingham Borough

2015/2016

Introduction

This is the proposed scheme for the local co-ordination of in-year admissions for the 2015/2016 academic year across the Wokingham Borough. Whilst there is no requirement in the School Admissions Code to co-ordinate in-year applications for the offer year 2015/2016, a local co-ordinated scheme will be in operation for community and voluntary controlled schools for which the local authority is the admissions authority and for aided and Academy schools where there is an agreement to do so.

Where own admission authority schools do not wish to be part of the Wokingham Borough Council co-ordinated scheme, a single preference common application will be produced for completion by parents for schools outside the scheme to enable parents to apply direct to the preferred school and those schools will be required to notify the School Admissions Team of both the application and its outcome, advising parents of their right of appeal against any refusal of a place.

Own admission authority schools may currently be consulting on any changes to their admission arrangements and all own admission authority schools will determine policies indicating whether they require applications direct to the school or as part of the co-ordinated scheme via the local authority.

In-year admission arrangements

This scheme applies to applications for Wokingham Borough schools included in the scheme. Parents who are moving to the Borough should provide documentary evidence of a move to the Borough e.g. exchange of contracts, signed rental agreement or posting order in the case of service families or Crown servants. It applies to the admission of a child to a relevant age group where it is submitted on or after the first day of the school year of admission or for the admission of a child to an age group other than a relevant age group.

For schools within the Wokingham Borough, a relevant age group means:

- children transferring from primary to secondary school into year 7
- children transferring from infant to junior school into year 3 children starting school in foundation two (F2) sometimes known as Reception

The scheme does not apply to:

- admission to school sixth forms
- admission to nursery or foundation stage units into foundation one (F1)
- middle school or years 9 or 10 transfers

Responsibility for admission to school sixth forms or admission to nursery or foundation stage units for foundation one (F1) has been delegated to community and voluntary controlled schools although a model policy will be provided by the council for schools' use.

Applications for middle schools (with an entry age before 11) will be treated the same way as primary school transfer. Applications for upper schools (years 9 or 10 - with an entry age after 11) are to be treated the same way as the secondary transfer. Separate application forms will be made available.

Timing of applications

Applications will be considered **half-a-term** in advance of the place being required. For entry to school at the start of term or half-term, an application will need to be received by the School Admissions Team, 15 school days in advance of the commencement date. Any

Proposed in-year admission scheme 2015/2016

applications received in advance of this will be held on file until the appropriate time, with the exception of crown service, service families or look-after children.

It is our intention that all applications should be processed and the outcome of the application made within 20 school days from receipt of the application. This is subject to confirmation, if applying for a school in another local authority that a place can be offered, whichever is the latter. Allocation or refusal letters will be sent by second class post.

Applications

Applications must be made using the Wokingham Borough application form to apply for schools within the Borough. The common application form is available on request or can be downloaded at: www.wokingham.gov.uk/admissions. An online application facility is currently being developed, and when this is available, parents may also apply online. An application form allowing a single preference will be available for own admission authority schools outside the scheme.

Parents may express up to **four** preferences for schools within the scheme, listing those preference in ranked order and giving their reasons for those preferences.

Where a place is available for a child at more than one school, Wokingham Borough Council will offer a place at whichever of these schools is their highest preference.

The School Admissions Team will pass on applications and any supporting information provided by the parent for any own admission authority schools within the scheme to their governing bodies so that they can make a decision about the application. The governing body should make decisions regarding applications within five school days of receipt. The governing body will then inform the School Admissions Team who will advise the offer or refusal on their behalf. There may be a delay during school holiday periods as the school may not be contactable.

Where own admission authority schools within the scheme receive an application direct from a parent, the school must forward to the School Admissions Team details of any application made, together with any supporting information provided by the parent (regardless of whether the parent making the application resides in that authority's area) together with the school's decision to that application in order that the response is made on the school's behalf to the parent.

Each preference will be considered against the admissions authority's oversubscription criteria if necessary and, where more than a single school place could be offered, the place will be offered for the highest ranked preference.

Where applications are refused, parents will be advised of their right of appeal. Where a place has been refused by Wokingham Borough Council or for schools, who are their own admissions authority with the Borough, reference must be made to the Council's website for details on how to appeal.

A place will be offered at an alternative school (the designated area school or most accessible school with places available) where the parent can provide evidence of their move to or within the Wokingham Borough, and parents will be advised of their right of appeal for their preferred school(s). No offer of an alternative school place will be made where no change of address is made, unless requested to do so.

Out of Borough applications

Wokingham Borough Council will accept applications from other local authorities where their resident applies direct to them or will accept applications made direct to Wokingham Borough Council on the in-year application form. Where further information is required to support the application, liaison will take place direct with the parent. Wokingham Borough Council will respond to the parent, in writing, the outcome of their application with a copy to the home local authority. If the place is declined, the parent will be advised of their right of appeal.

Where parents are moving out of the borough; parents should apply direct to that local authority or to the individual school concerned depending on the arrangements in place in that area.

Additional information to support applications

Where an applicant is proposing to move to the Borough, evidence will be required to support their application e.g. signed rental agreement or exchange of contracts, families of service personnel or other Crown Servants, families applying from abroad or from areas of the country other than England.

Additional information will be required for applicants applying from abroad to verify right of abode (e.g. entry visa and passport details). It should be noted that a child moving from overseas with a right to live in the UK with parents may attend a maintained school. This does not apply where the stay is so short (e.g. less than six weeks) that it would not be practical for the child to attend school (e.g. holidays or short visits).

Supplementary information forms (SIFs) may be required to support an application for some own admission authority schools included in the scheme. SIFs are available for download at: www.wokingham.gov.uk/admissions or the school's website. Alternatively, the forms are available on request from the school. SIFs must be returned direct to the school concerned or with the application form to the School Admissions Team. It is the responsibility of parents to determine whether a SIF is required to support an application and to complete and return in accordance with the published arrangements of that admissions authority.

To determine and support applications made under Fair Access Protocol; the current school may be requested to provide further information. A form will be devised and where requested, the school is requested to complete and return to the School Admissions Team within three days of the request for information.

Receipts for/acknowledgements of applications

The School Admissions Team will acknowledge receipt of applications, provided parents have completed **and stamped** the acknowledgement card. If you require any further receipts for information provided, please attach a stamped addressed envelope to that information.

An acknowledgement can be sent for those who apply via email.

Offers

On receipt of the application, consideration will be given to all school preferences and where potentially a place can be offered at more than one school preference, the single offer will be for the school ranked highest.

The offer of a place in a Wokingham Borough school must normally be taken up within the declared half-term. Failure to take up the offer of a place during this time will mean that the offer is withdrawn and the place released. Exceptions can only be made where the parent provides documentary evidence that the delay is unavoidable, through no fault of their own, or in the case, of crown service, service families or looked-after children.

In accordance with the School Admissions Code, admission will be deferred to the start of a term or half-term for the following categories of in-year admission:

- those that do not require a house move
- those where there is no reasonable need for an immediate move
- those allocated from waiting lists

It is envisaged that children normally would be admitted to school during a school term in the following circumstances only:

- a) those applying as a result of a house move i.e. unable to take up a place earlier due to living at a distance from the school
- b) those applying and unable to take up a place earlier due to ill health or other reasons beyond parents' control
- c) applications under fair access protocols

The benefit of moving to the admission of children to the start of term or half-term is to minimise the disruption to their own and other children's education.

Places will be offered on the basis of the child's chronological age. Where a child is in a different year group and not already attending a Wokingham Borough maintained school, supporting documentation will be required from the child's current school giving reasons for this for consideration by an admissions panel. Places can only be allocated to children working outside their normal year group with the consensus of the receiving school.

It is recommended that parents refer to the relevant admissions' authority's literature to understand how places are allocated and the process for handling their application prior to applying for a school place. For places in the Wokingham Borough, a Parent's Guide will be issued on request and will also be available at: www.wokingham.gov.uk/admissions.

Acceptance of school place

The offer letter will inform parents that they are required to accept or decline the place offered within 14 days from the date of the letter. Failure to accept the place offered will result in one further written reminder and failure to respond within the required timescale will result in the offer being withdrawn.

Any offer of a school place will be made to start during the current half-term or during the next half-term. Failure to start within this timescale will result in the offer of a school place being withdrawn.

The letter of offer will specifically request parents to advise the School Admissions Team if the place is not being accepted for any reason. If the child is living in the Wokingham Borough and the parent is not accepting the offered place they should advise what alternative arrangement has been made for the child.

Availability of school places

Parents may express a preference for up to four schools within the scheme and consideration will be given to each preference. It should be noted that where parents apply

Proposed in-year admission scheme 2015/2016

in-year, this means that places are being sought for year groups that have been allocated during the general transfer rounds:

- primary to secondary (moving from year 6 in a primary school to year 7 in a secondary school);
- infant to junior (moving from year 2 of an infant school to year 3 of a junior school) and
- Starting school into Foundation 2 (F2) Reception.

Each of these transfer groups have their own admissions schemes, with deadlines for the receipt of applications and a date on which offers of places will be made. Details of these transfer groups are available at: www.wokingham.gov.uk/admissions.

Wokingham Borough schools are popular so it is likely that a preferred school may be full. It is recommended that parents express more than one preference in order to maximise the extent to which preferences can be met.

The admissions authority is not able to hold places open for those applicants moving to a school's designated area and **cannot guarantee** that a place will be available at preferred schools.

It is advisable to contact the School Admissions Team prior to any house move to determine where there are school places and to verify the new home address' designated area, if this is important to you. It should be noted that the information given is only current on the date you contact us and is subject to change as applications are received on a daily basis or places allocated from waiting lists. Designated areas may change through the annual consultation and determination of admission arrangements.

As the local authority must, on request, provide information to a parent about the places still available in all schools within its area; all schools within the Wokingham Borough are required to let the School Admissions Team when places become available and the numbers on roll on a monthly basis.

Confirmation of school designated areas for each address in the Wokingham Borough is given at: www.wokingham.gov.uk by visiting the 'My Neighbourhood' section from the front page, keying in your address and scrolling down to the 'education and youth' section.

Admission numbers

Each school has a published admission number for each year group, which limits the places that can be offered and all admissions are subject to places being available, this will be published in the Parent's Guide to In-year School Admissions.

The limits are set on admission numbers, taking into account the school's net capacity and suitability of accommodation, and are designed to ensure that children receive an 'efficient and effective' education.

We are unable to allocate over a school's admissions number as too many children being admitted to a particular school could lead to overcrowding or pressure on facilities and other resources. The only exception is where places are allocated under the Fair Access Protocol. The Fair Access Protocol includes:

- Young people at risk of or at permanent exclusion
- Managed transfers between secondary schools
- Managed transfers between primary schools

Proposed in-year admission scheme 2015/2016

- Children at particular risk of missing education known as "vulnerable children"
-

The Fair Access Protocol will be consulted on with schools within the Borough separately.

Details will be given at: www.wokingham.gov.uk/admissions or copies of the protocols may be obtained on request to the School Admissions Team, once agreed.

At Key Stage 1 (F2, Year 1 and Year 2), legal limits have been imposed on the size of infant class sizes, for these children the maximum class size is 30 to one qualified teacher. The Fair Access Protocol cannot apply in this instance except for the operation of waiting lists.

Oversubscription criteria (categories for admission) for community and voluntary controlled Primary Schools

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

Reference should be made to own admission school admission policies to understand the basis on which an application would be considered – these will be available on the school websites or at www.wokingham.gov.uk/admissions.

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

- A 'Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order' (previous looked-after children). (See note 1)
- B Children who have exceptional medical or social needs as the grounds for their admission to a particular school. (See note 2)
- C For junior school applications to transfer to year 3; children who are attending the infant school with close links with the school by the deadline for applications.

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

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

- D Children whose permanent home address is in the school's designated area and who have a sibling - brother or sister, half brother or sister, adopted brother or sister, step brother or step sister or the child of the parent/carer's partner where the child

Proposed in-year admission scheme 2015/2016

for whom the school place is sought is living in the same family unit at the same address as that sibling and who will be at the school when the child will enter the school. Siblings attending a school nursery cannot be considered (See notes 3, 4 and 5)

- E Children whose permanent home address is in the schools' designated area (see note 3)
- F Children who have a sibling - brother or sister, half brother or sister, adopted brother or sister, step brother or step sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and who will be at the school when the child will enter the school. Siblings attending a school nursery cannot be considered. (see note 4 and 5)
- G Any other children

Notes applicable to oversubscription criteria

Note 1

A 'looked after child' is a child who is:

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989).

Previous 'looked after children' include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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

Note 2

When submitting applications under criterion B (exceptional medical or social needs as grounds for their admittance to a particular school), this must be supported by written evidence from an independent professional aware of the child's case (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be submitted with the application. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received later may if agreed by panel, affect the applicant's position on a school's waiting list

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

Note 3

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

Note 4

In the case of linked infant and junior schools, the application will be treated as meeting criteria C or F if the child's sibling will be at either of the two schools at the time the child would enter the school.

Note 5

Occasionally a parent with more than one child can express a preference for their designated area school for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident within designated area). Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

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

Tie Breaker

Priority will be given within criterion C (linked infant and junior schools) to children living within the designated area, then siblings, before applying the tie breaker below. For tie breaker purposes within criterion C only, designated area and siblings are defined as in criteria E and F.

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 multiplied 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.

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

Oversubscription criteria (categories for admission) for community Secondary Schools

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

Reference should be made to own admission school admission policies to understand the basis on which an application would be considered.

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

- A 'Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order' (previous looked-after children). (see note 1)
- B Children who have exceptional medical or social needs as the grounds for their admission to a particular school. (See note 2)
- C Children whose permanent home address is in the school's designated area and who have a sibling - brother or sister, half brother or sister, adopted brother or sister, step brother or step sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and who will be at the school when the child will enter the school (see notes 3 and 4)
- D Children whose permanent home address is in the schools' designated area
- E Children who have a sibling - brother or sister, half brother or sister, adopted brother or sister, step brother or step sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the

same address as that sibling and who will be at the school when the child will enter the school. (see note 4)

F Any other children

Notes applicable to oversubscription criteria

Note 1

A 'looked after child' is a child who is:

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989).

Previous 'looked after children' include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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

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

Note 2

When submitting applications under criterion B (exceptional medical or social needs as grounds for their admittance to a particular school), this must be supported by written evidence from an independent professional aware of the child's case (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be submitted with the application. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team later may if agreed by panel, affect the applicant's position on a school's waiting list

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

Note 3

Occasionally a parent with more than one child can express a preference for their designated area school for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident within designated area). Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied

Note 4

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

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

Tie Breakers

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

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

Subject to the exception above, 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 multiplied 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.

In the unlikely event that two or more children live at the same distance or additional distance (measured as stated above) from school (including, for example, flats within the same building), and there are fewer places available, random allocation will be used to

decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff.

Residency requirements

Home address

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

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

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

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

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

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

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. split residence order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, the School Admissions Team will assess and make a judgment about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- 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 or early years setting of the contact details and home address supplied to it by the parents
- where the child is registered with the GP
- any other evidence the parents may supply to verify the position

The information provided will be considered by an admissions panel of at least two officers and their decision is final. It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the time of applying. Third party written evidence confirming the details and timing of the relocation will be required to ensure that a child is expected to start school within the following half-term. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team.

Service Families

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

In-year applications from service families will be considered on an individual basis taking account of the circumstances of individual schools.

Waiting lists

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school until the end of year 2 (infant schools), year 6 (primary schools) and until September 30 of year 10 to fill places that may become available during the school year. No account is taken of the length of time spent on a waiting list.

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received; therefore waiting lists 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
- When parents respond to periodic requests to see if they wish to remain on the waiting list
- At the end of a school year; should there be a change in the determined oversubscription criteria
- Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Parents will be asked to inform Children's Services if they wish to remain on waiting lists and will receive periodic requests to see if they wish to remain on the list. Where no response is received, the child's name will be removed from the waiting list. If own admission authority schools have stated that they operate waiting lists in their policies, the waiting list will transfer to the school on 31 December 2015 following the normal admissions round, unless the governing body indicates that they want the local authority to hold their lists.

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

Schools are required to update the School Admissions Team where they have received confirmation in writing that a place at their school is no longer required in order that a place may be filled from the waiting list.

Any places offered from waiting lists will be made by the School Admissions Team, including offers made on behalf of the governing bodies of own admission authority schools.

Schools within the scheme are not permitted to offer places to parents, or indicate that places are available when a parent visits the school, as schools will not be aware of applications received and in the process of being allocated.

The child's name will automatically be placed on a waiting list for preferred school(s) that cannot be offered, parents will be required to confirm that they wish their child's name to remain on the list by completion of the waiting list form sent with the letter allocating or refusing a school place.

Appeals

A parent, whose application is rejected, because the school is full in the required year group, has the right of appeal to an independent appeal panel. Information regarding appeals can be viewed at: www.wokingham.gov.uk/admissions or by contacting the council's Democratic Services team by telephoning: (0118) 974 6059.

Applications will be rejected if the admissions authority considers that admitting another child into an infant class (Key Stage 1) would result in a breach of the infant class legislation. Parents have the right of appeal against a decision to refuse a place at their preferred school on this basis. Parents should be aware that this situation could well apply in a number of primary (or infant) schools, particularly where they have an admission number of 30, 45 or 60 and are oversubscribed.

An Appeals Panel, where the admissions authority considers that to admit the child would force it to breach the infant class size, can only allow an appeal if it is satisfied that either:

- a) the child would have been offered a place if the admission arrangements had been properly implemented or if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and/or
- b) the decision to refuse admission was not one which a reasonable admissions authority would have made in the circumstances of the case.

In the event of an unsuccessful appeal against non-admission to a school, the local authority will not consider any further admission, nor is there any automatic right to a further appeal for admission, within the same academic year (September 1 to August 31) unless there is an **exceptional** situation resulting in a significant change of circumstances relevant to the application.

Appeals are normally heard for the year group applied for, to start in that year group; if a parent wishes to appeal for the next year group (applicable after the May half-term prior to a September start), a parent will be asked to submit a new application form for that year group. The later application will supersede the previous application. Children's Services can then ensure that there are no new circumstances to take into consideration prior to the issuing of a letter refusing the school place.

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

Where the application of oversubscription criteria results in splitting twins or other siblings from a multiple birth in the same school year from the same family; places will be offered even if this will result in the school going above admission number.

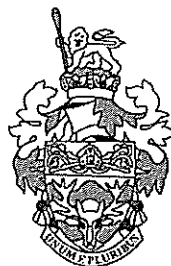
Where the application of oversubscription criteria results in children with dates of birth in the same school year in the same family, places will be offered even if this will result in the school going above the admission number with one exception; where to do so will result in the school breaching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

Children working out of the normal year group

Whilst places will normally be offered on the basis of the child's chronological age, requests from parents for school places outside a normal age group will be considered carefully, whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health.

Each case will be considered on its own merits and circumstances but will not be agreed by Children's Services without a consensus that to do so would be in the pupil's interests. Such a consensus would be reached between the parents, schools concerned (both current and preferred) and any relevant professionals asked for their opinion on the case by Children's Services.

**PROPOSED
FOUNDATION ONE (F1)
ADMISSION POLICY**



**WOKINGHAM
BOROUGH COUNCIL**

**FOR NURSERY SCHOOLS
AND NURSERY CLASSES
IN COMMUNITY AND
VOLUNTARY
CONTROLLED SCHOOLS
INCLUDING FOUNDATION
STAGE UNITS OR
PARTNERSHIP
FOUNDATION STAGE
UNITS**

2015/2016

Proposed as part of the admission arrangements for entry to nursery schools and community and voluntary controlled schools in 2015/2016

F1 ADMISSIONS POLICY – 2015/2016

FOUNDATION ONE (F1) ADMISSION POLICY FOR NURSERY SCHOOLS AND NURSERY CLASSES IN COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS INCLUDING DESIGNATED LINKED FOUNDATION STAGE UNITS OR PARTNERSHIP FOUNDATION STAGE UNITS

General

All eligible three and four year olds are currently entitled to 570 hours of free provision a year, over a minimum of 38 weeks of the year. This equates to 15 hours free early learning and care per week, for 38 weeks per year during term time, across a minimum of three days.

The entitlement must be offered within part of the National Framework for Delivery and cannot be accessed in stand-alone blocks of less than 2½ hours or more than 10 hours in one day. Where the entitlement is accessed over two days only, the maximum hours accessed is 12½ hours.

Parents may choose to take up as much or as little of this entitlement as they choose using a maximum of two providers.

Parents using a provider who is open for less than the 38 weeks will forfeit the remaining weeks as they cannot take these with another provider as part of the free entitlement, although they can opt to pay for these as additional hours/weeks.

It is generally regarded as good early years' practice that your child attends only one setting for their free entitlement as this is believed to be in the best interests of a child, and all settings should be able to offer the 15 hours. However we are aware, that sometimes this is not possible due to individual circumstances.

Parents are under no obligation to take up extra hours or weeks, or additional services over and above the free entitlement, which some providers may offer and for which charges may be payable.

Applications should be made using the standard application form issued with this policy.

| | |
|-------------------------------|---|
| 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 |

PROVISION AVAILABLE AT *[insert name of nursery or FSU]*

The maximum number of children that can be accommodated is *[insert admission number]*.

The admission number is split to provide *[insert number]* places in the morning *[insert times]* and *[insert number]* places in the afternoon *[insert times]*.

Alternative patterns of attendance available are *[insert flexibility options if applicable]*. *Maintained sector settings will be able to offer different degrees of flexibility and should customise this policy by inserting a summary here or providing separate information to parents.*

Admission Number

An 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 will be set by the local authority as follows, and can only be varied by the local authority and is published on an annual basis.

| School | F1 Admission Number | F1 Age Range |
|-----------------------------------|----------------------|-----------------|
| Bearwood Primary School | 52 part time places | 3 – 5 years old |
| The Coombes CE Primary School | 52 part time places | 3 – 5 years old |
| Gorse Ride Infant School | 52 part time places | 3 – 5 years old |
| Highwood Primary School | 52 part time places | 3 – 5 years old |
| Hillside Primary School | 52 part time places | 3 – 5 years old |
| Loddon Primary School | 72 part time places | 3 – 5 years old |
| Radstock Primary School | 52 part time places | 3 – 5 years old |
| Shinfield Infant & Nursery School | 52 part time places | 3 – 5 years old |
| South Lake Primary School | 104 part time places | 3 – 5 years old |
| Walter Infant School | 52 part time places | 3 – 5 years old |
| Ambleside Centre | 156 part time places | 3 – 5 years old |

In the case of a Partnership FSU where necessary this will be carried out in conjunction with OfSTED registration for Private Voluntary and Independent providers.

Applications

Parents should apply direct to their chosen setting by:

- 31 May (or nearest working day) for admission in the following January – notification first week of July
- 31 October (or nearest working day) for admission in the following April – notification first week of December

- 31 March (or nearest working day) for admission in the following September – notification first week of April (or nearest school day if it falls in spring holidays)

Places allocated will be offered in accordance with the published admissions criteria. Parents should ensure that they read the admissions policy and complete the standard application form for admission to F1.

These dates allow parents to give a term's notice to other providers, if applicable.

Applications will be considered by a committee of the Governing Body, or this may be delegated to the Headteacher plus at least one other member of staff nominated by the Governing Body, or in the case of partnership foundation stage units by a management body of the unit.

Parents may apply for between six and fifteen hours per week (taken as a minimum of six hours taken over two days). Parents applying for less than 15 hours will be given equal consideration as those applying for the full entitlement.

Following the allocation of a place, parents will be asked to provide the child's birth certificate or another form of identity, such as a passport. This is to verify the child's date of birth. This can be as part of either the acceptance or registration procedure.

Where the setting is oversubscribed, further information may be required to verify the home address e.g. council tax or utility bill and child benefit payment arrangements (if applicable) or medical card.

When families move to the designated area, documentary evidence of the move must be provided e.g. rental agreement or exchange of contracts. Where a family claims to be resident at more than one address, justification and evidence of a family's circumstances (e.g. legal separation) will be required.

Where sessions are being taken across the week, but a child spends part of the week with parents at different addresses, the home address will be where the child usually spends the majority of the school week (Sunday night 1800hrs to Friday 0900hrs) with a parent. Where sessions are being taken up on fewer than five days, the same principle will be applied across the relevant days to identify which address should be used for the purposes of the oversubscription criteria.

Parents will be asked to declare that the address used will be their place of residence beyond the date of the child starting at the setting, the offer of a place may be withdrawn if false or misleading information is given.

Allocation of places (oversubscription criteria)

The following criteria will be used to allocate the available places (see note 1) at those maintained sector early years' settings that receive more applications than can be accommodated:

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

B Children known by the local authority to have identified additional needs and whose needs can be best met at the preferred setting – applications made under this criterion would need to be supported by supporting evidence from an appropriate professional e.g. medical practitioner

C Children who are attending the school nursery or foundation stage unit or who attend the linked day care setting – The Pastures – for The Ambleside Centre under the free entitlement for two year olds

D Children whose permanent home address is in the designated area for the linked school and who have a brother or sister or step brother or step sister or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at either the linked school or the setting when the child will enter the setting (see notes 3, 4 and 5)

E Children whose permanent home address is in the designated area for the linked school or in the RG5 post code area for The Ambleside Centre (see note 4)

F Children who have a brother or sister or step brother or step sister who have one or more parents in common or any other children as determined by the Schools' Adjudicator (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will either be at the linked school or the setting when the child will enter the setting (see notes 3, 4 and 5)

G Any other children

Notes on the above oversubscription criteria:

Note 1

Available places are those places available after existing parents have indicated their preference against their entitlement for the following term

Note 2

Applications received under 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

This criterion is not applicable to those children adopted under private adoption arrangements.

Note 3

Not applicable to nursery schools or children’s centres.

Note 4

In the case of settings linked to primary or infant and junior schools, the application will be treated as meeting criteria C and E if the child’s sibling will be at either of the two linked schools at the time the child would enter the schools (this includes a linked junior school)

| |
|---|
| Linked Settings and Schools (for the purposes of Criteria C to E – note 4) |
|---|

| Type of Setting | Infant / Primary linked school | Junior linked school |
|--------------------------|---------------------------------------|-------------------------------------|
| Nursery/foundation class | Bearwood Primary | |
| Nursery/foundation class | Coombes CE Primary (The) | |
| Nursery/foundation class | Gorse Ride Infant | Gorse Ride Junior |
| Nursery/foundation class | Highwood Primary | |
| Nursery/foundation class | Hillside Primary | |
| Foundation Stage Unit | Loddon Primary | |
| Nursery/foundation class | Radstock Primary | |
| Nursery/foundation class | Shinfield Infant & Nursery | Shinfield St Mary’s CE Aided Junior |
| Nursery/foundation class | South Lake Primary | |
| Foundation Stage Unit | Walter Infant | St Paul’s CE Junior |

Outside the scope of this policy and not included in the above table – Nursery/foundation provision at voluntary aided schools: St Teresa’s Catholic Primary School, All Saints CE Aided Primary School and Earley St Peters CE Aided Primary School, for which school admission policies will apply and the Ambleside Centre

Note 5

Occasionally a parent with more than one child can express a preference for their designated area school for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident within designated area). Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

Tie Breaker

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred 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 Local Land & Property Gazetteer address points for the respective home address and linked school or for applications to The Ambleside Centre, the centre's address point will be used.

Waiting Lists

A waiting list will be held of unsuccessful applicants in case spaces become available during the year. 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. No account is taken of the time spent on the waiting list. Parents will be asked periodically whether they wish to remain on the list. The waiting list will be retained until the end of F1.

Late Applications

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

Applications received after the normal admissions round

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

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.

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 two weeks** from the date of the offer letter. If a form is not received, there will be one further written reminder issued and failure to respond to this 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 maintained setting at any stage, if they are not accepting the place for any reason.

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. Deferral of a place by up to one term will not prejudice the application. Should parents wish to defer for more than one term, they would need to re-apply in the normal way.

Offers of entitlement hours

Parents will be invited to indicate, on application, how they wish their child to access their free entitlement up to a maximum of fifteen hours. The setting will state how they offer the free entitlement along with any flexibility potential for taking up this offer, taking into account the national framework guidelines.

Charges

No charge will be made for admission, nor will any refundable deposit or administration fees be charged to secure a place. Charges may be made for additional childcare sessions over and above the full free entitlement, where parents choose to purchase these. The rates which providers charge for these privately funded hours should be in line with the rate at which free entitlement sessions are funded. Lunchtime or breakfast sessions may in addition include the cost of providing a meal or alternatively parents providing a packed lunch.

Exceeding capacity and appeals against non-admission

In exceptional circumstance, the number of children admitted to the setting may exceed the number of registered places. This is subject to Ofsted and / or Local Authority approval and is usually where there are extreme reasons, e.g. medical. Supporting evidence may be required.

Applicants may also request in writing that their unsuccessful application be re-considered by a panel of at least three local authority officers. This should be sent to the Service Manager - Early Years, Childcare & Play, at Children's Services, Wokingham Borough Council, Wescott Annexe, Wescott Road, Wokingham RG40 2ER, giving detailed reasons for the request. The purpose of the review is to ensure that the correct procedure has been followed when making the decision.

Admission to the School

ATTENDANCE AT A NURSERY/FOUNDATION CLASS OR FOUNDATION STAGE UNIT AT A LINKED SCHOOL DOES NOT GUARANTEE ADMISSION TO FOUNDATION 2 RISING FIVE (RECEPTION) AT THE SCHOOL

A separate application for admission to Foundation 2 Rising Five (Reception) will have to be made in accordance with the local authority co-ordinated admissions scheme. No account is taken of whether a child has attended the nursery or not.

Glossary

| | |
|-----------------------------------|--|
| Maintained Nursery School | Defined by the Education Acts 1996 and 2002. A school which is maintained by the local authority for pupils aged between three and five, and which is not a special school. |
| Nursery/Foundation Class | Class in any school comprising children who have their fourth birthday during the school year and any other children with whom it is appropriate to educate them. This is usually the year before children attend a reception class (F2). |
| Foundation Stage Unit | Integrated provision provided by a maintained school which takes part-time F1 (nursery) children allocated by the school as well as part or full-time F2 (Rising Five) places allocated by local authority and they will learn together as one unit. A child in F1 still receives a part-time free entitlement place of 15 hours. |
| Partnership Foundation Stage Unit | Where a voluntary early year's provider and a maintained school work together to provide integrated provision as a Foundation Stage Unit. |
| Early years setting | A generic term for providers of Early Years Foundation Stage care and learning |
| PVI | Private, voluntary or independent provider of early years care and learning e.g. day nursery, pre-school or independent school |
| Published Admission Number | The number of places that the admission authority must offer in each relevant age group of a setting for which it is admission authority. |
| Oversubscription | Where a setting has a higher number of applicants than the setting's published admission number each year |
| Designated Area | A geographical area, from which children may be given priority for admission to a setting |
| Application Deadline | Date by which applications must be received for initial consideration for a place |
| Late Application | Application received between the application deadline and the date agreed for communication of offer of places |
| In-year Application | Application received after the date agreed for communication of offer of places |
| Waiting List | A list of children held and maintained by the admission authority when the setting has allocated all its places, on which children are ranked in priority order against the published oversubscription criteria |
| Home Address | Where the child spends the majority of the whole school week (Sunday night 1800hrs to Friday 0900hrs) including nights, or of the relevant part of the school week. |
| Looked after child | A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Previous 'looked after children' include those children under the terms of the Adoption and Children Act |

| | |
|---------|---|
| | 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). |
| Parent | A parent is defined as all natural parents. Any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law. |
| Sibling | A sibling is defined as brother or sister or step brother or step sister who have one or more parents in common or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant enters the school. |

LOCAL AUTHORITY GUIDANCE ON FOUNDATION STAGE ONE (F1) ADMISSION POLICY

FOR NURSERY CLASSES AND SCHOOLS AND DESIGNATED LINKED FOUNDATION STAGE UNITS OR PARTNERSHIP FOUNDATION STAGE UNITS IN COMMUNITY & VOLUNTARY CONTROLLED SCHOOLS OR CHILDREN'S CENTRES

1. Entitlement to early learning and care

All eligible three and four year olds are currently entitled to 570 hours of free provision a year, over a minimum of 38 weeks of the year. This equates to 15 hours free early learning and care per week, for 38 weeks per year during term time, across a minimum of three days.

The entitlement must be offered within part of the National Framework for Delivery and cannot be accessed in stand-alone blocks of less than 2 hours or more than 10 hours in one day. Where the entitlement is accessed over two days only the maximum hours accessed is 12½ hours.

Parents may choose to take up as much or as little of this entitlement as they choose. If the chosen setting does not offer the full entitlement of 38 weeks per year, Wokingham Borough Council will not fund the extra weeks at an alternative setting.

Parents are under no obligation to take up extra hours or weeks, or additional services over and above the free entitlement, which some providers may offer and for which charges may be payable.

| | |
|-------------------------------|---|
| 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 |

If a parent applies for, and chooses to take up less than their child's entitlement they must be made aware that it may not be possible to increase the pattern of attendance during the term. On a termly basis, at the time of allocating places, parents of children already on the roll and accessing less than the legal entitlement will be given the opportunity to increase the number of hours their child attends. These requests will be given priority over the waiting list. Parental requests to change the pattern of attendance should be considered at the same time.

Unless in exceptional circumstances, and in the interests of continuity of experience, it is not recommended that children transfer to another setting for less than three terms.

2. Inclusion

Wokingham Borough Council has an inclusive education policy and children will not be discriminated against as laid down by the School Standards & Framework Act 1998, Human Rights Act 1998, and Equality Act 2010. This includes reasons such as developmental delay, e.g. a child's self-help skills are delayed affecting activities such as dressing, feeding or toilet training or additional needs such as emotional or behavioural difficulties.

3. Background

The responsibility for determining the admissions policy for community and voluntary controlled maintained early years' settings and linked foundation stage units is the responsibility of the **local authority**.

The responsibility for determining the admissions policy for foundation and voluntary aided maintained nursery classes and linked foundation stage units is the responsibility of the school **Governing Body**.

The responsibility for determining the admissions policy for partnership foundation stage units in community and voluntary controlled schools is the responsibility of the **local authority**.

Admission arrangements will be published annually in accordance with the School Admissions Code.

4. Applying for first admission to school

Attendance at an early years' setting linked to a community or voluntary controlled school **does not** guarantee admission to Foundation 2 (F2) (Reception) or continuation in the FSU at the school and no account is taken of the early year's provision attended.

A separate application for admission to F2 will have to be made in line with the local authority co-ordinated admissions scheme.

5. After allocation

Settings should ensure that checks are made of the birth certificates and home address to verify that information provided by parents is not misleading or false.

6. Consultation

The policy and guidance will be reviewed on an annual basis and will be part of any consultation on the admission arrangements for community and voluntary controlled primary schools.

7. Start dates

All children due to start in any particular term, should be given a common starting date. Where there are large numbers of children due to start in the same term, they may be phased over no more than two weeks and may be dependent on whether or not reduced free entitlement hours are being taken up and how the full entitlement over the 38 weeks will be achieved.

8. Use of personal data

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

The early year's setting/school reserves the right to verify the information given on the application form. Any offer of a place will be on the basis that the information supplied is accurate and up to date.

Please note the information will not be disclosed to any other organisation without parental consent other than other local authorities or government agencies. If you require further information about how this data will be used, please contact the early years setting.

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

The local authority uses information about children for whom it provides services to carry out specific functions for which it is responsible .e.g. school admissions. It also uses the information to derive statistics to inform decisions e.g. (the funding of schools) or to assess the performance of schools and agree targets for them. The statistics are used in such a way that individual children cannot be identified from them.

**COMMON APPLICATION FORM FOR ALL
MAINTAINED EARLY YEARS SETTINGS**



**WOKINGHAM
BOROUGH COUNCIL**

WOKINGHAM BOROUGH COUNCIL - CHILDREN'S SERVICES

APPLICATION FOR A FOUNDATION ONE (F1) PLACE

This form must be retained by the Setting and made available to the local authority on request.

Name of Setting:

Child's name in full:

Child's date of birth:

Child's gender: MALE / FEMALE (please delete as appropriate)

Child's permanent home address:

.....

..... Post Code.....

Name of First Parent/Carer living at the home address above:

TitleInitials.....Surname.....

Relationship to ChildHome Telephone

Alternative Work or Mobile contact numbers

Email.....

Is this the address where child benefit is paid? (If no, please provide details separately) **YES / NO**

Is your child resident at more than one address? **YES / NO**

If yes, what percentage of time does the child spend at the declared home address?%

Is this a rental property? **YES / NO**

If yes, please advise expiry date of the rental agreement:

Name of Second Parent/Carer (if applicable):

TitleInitialsSurname

Relationship to Child

Address, if different to above

.....

Post Code: Contact Telephone number:

Email.....

Personal information contained in this form is subject to the Data Protection Act 1998 and will be used by the Authority for the purpose of early years' admissions. Data may be exchanged with other local authorities, schools or governmental agencies where necessary as part of the admissions process.

To help us ensure your application is dealt with appropriately and efficiently please complete the following:

Does your child have a Statement of Special Educational Needs? YES / NO

Does your child have identified additional needs not covered by a Statement of Special Educational Need? YES / NO
If yes please enclose supporting documentation from a professional person e.g. Educational Psychologist

Is your child 'Looked After' by (in care of) the Local Authority or previously looked after? YES / NO
If yes please enclose supporting documentation such as confirmation from the authority with parental responsibility/adoption order/residence order, special guardianship order

Does your child have any older siblings in the same family unit already attending and continuing to attend this Nursery, or linked school? If yes please give details:

Name(s).....

Date(s) of Birth.....

Setting/School

Declaration:

I certify that the information I have given on this form is correct and that I am the person with parental responsibility for the child named above. I agree that the information I provide may be shared as part of the admissions process. I confirm that, to the best of my knowledge, the declared address will continue to be the child's residence beyond admission to the setting/school. I understand that any place offered may be withdrawn if I give false or misleading information.

Signature of Parent/Carer.....Date.....

SETTING USE ONLY

Birth Certificate seen by:
Date:

INFORMATION FOR PARENTS

All eligible three and four year olds will be entitled to 15 hours free early education per week, for 38 weeks (term time) per year. In our school this is currently offered as 5 x 3 hour sessions per week. You can choose from morning or afternoon places. The morning sessions run (enter times of operation for individual provider here) The afternoon sessions run (enter times of operation for individual provider here) You may choose to take up fewer than five sessions/15 hours per week. The notes on the next page explain your child's entitlement in more detail.

Please tick the number of sessions you would like by ticking the appropriate boxes. Please note that if your preferred sessions are full, you may be offered alternative sessions.

| Preferred number of sessions up to a maximum of five | | | | |
|--|---------|-----------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| | | | | |

I would like morning / afternoon sessions (please circle one)

Signed: _____ (Parent/Carer) Date: _____

YOUR CHILD'S ENTITLEMENT TO FREE EARLY LEARNING AND CARE

All eligible three and four year olds are currently entitled to 15 hours free early learning and care per week, for 38 weeks per year.

By using a provider who is open for less than the 38 weeks are forfeiting the remaining weeks as they cannot take these with another provider as part of the free entitlement, although they can opt to pay for these as additional hours/weeks.

1. The entitlement is to the free hours and holds no monetary value. The setting attended by your child will receive a subsidy to enable a free entitlement place to be available, if your child attends the setting for only the free entitlement of 15 hours per week, you will not pay any fees or charges of any kind.
2. If, however, your child attends for longer than 15 hours per week, then you can be charged for the extra hours of childcare or additional services.
3. If you take up extra childcare over and above your child's free entitlement, you will only ever be charged for the extra hours. You will not be asked to pay for the free entitlement within the fees and have this amount 'refunded' at a later date.
4. If your child attends for more than 38 weeks per year, the setting will charge for the extra weeks.
5. You are under no obligation to take up extra hours or weeks over and above your child's free entitlement.

It is generally regarded as good early years practice that your child attends only one setting for their free entitlement as this is believed to be in the best interests of a child, and all settings should be able to offer the 15 hours. However we are aware, that sometimes this is not possible due to individual circumstances. For example, this could be when a parent has work or other commitments on certain days and therefore needs to access full-time childcare on those days. If you need to access the entitlement at more than one setting, please discuss with your intended providers and complete the section below which should be signed by you and the Headteacher or Foundation Stage Co-ordinator, and forward a copy to the Wokingham Early Years & Childcare Team at Children's Services, Wescott Annexe, Wescott Road, Wokingham RG40 2ER.

I wish to access my free entitlement at more than one setting for the reasons given below (continue on a separate sheet if necessary), and I have discussed this with the Headteacher/Foundation Stage Co-ordinator and the other provider and they understand my reason for splitting my entitlement.

Reasons:

My child also takes up _____ (enter number) hours of the free entitlement at:

_____ (enter other provider name)

Parent/carer: _____ Date: _____

Headteacher or Foundation Stage Co-ordinator: _____



**WOKINGHAM
BOROUGH COUNCIL**

**PROPOSED SIXTH
FORM ADMISSIONS
POLICY
FOR COMMUNITY
SECONDARY SCHOOLS
2015/2016**

Proposed as part of the admission
arrangements for entry to community
schools in 2015/2016

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

1. *Entitlement to sixth form education*

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

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

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

2. *Inclusion*

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

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

3. *Background*

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

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

4. *Applying for entry into sixth forms*

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

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

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

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

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

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

5. *Consultation*

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

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

6. *Start dates*

All students are required to start on, or the first school day after, 1 September 2015.

7. Use of personal data

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

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

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

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

8. Decisions and appeals

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

Glossary

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

SIXTH FORM ADMISSION POLICY AT WOKINGHAM BOROUGH COMMUNITY SECONDARY SCHOOLS

General

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

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

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

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

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

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

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

Admission Number

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

Applications

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

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

Offers of places to external students are subject to the school confirming date of birth or right of abode by examination of the birth certificate and/or student's passport, as appropriate. Failure to provide evidence, or providing evidence which shows the information provided at application to be incorrect, may lead to the offer being withdrawn.

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

Applicants will be asked to declare that the address used will be their place of residence beyond the date of the student starting at the school. The offer of a place may be withdrawn if false or misleading information is given.

Allocation of places (oversubscription criteria)

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

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

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

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

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

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

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

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

Tie Breaker

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (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 multiplied 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.

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

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

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

Waiting Lists

Waiting lists will not be held for sixth form admissions.

Late Applications

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

Applications received after the normal admissions round

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

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

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

Accepting or declining the offer of a place

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

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

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

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

Appeals

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

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

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

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

Tel No: 0118 974 6053

Information on appeals is also available at:
<http://www.wokingham.gov.uk/schools/schoolappeals/>