

TITLE Admission arrangements for Voluntary Aided schools and Academies

FOR CONSIDERATION BY School Admissions Forum on 10 February 2014

REPORT PREPARED BY Sue Riddick, Lead Admissions Officer

SUMMARY

This report informs the Forum of consultations issued by the admissions authorities for Voluntary Aided schools and Academies where notified.

RECOMMENDATIONS

That the Forum considers the arrangements and whether it wishes to respond to these consultations where the closing date has not yet been reached.

SUPPORTING INFORMATION

The local authority has been notified that the following Academies and schools will be proposing changes to their admission arrangements and the consultation documentation is attached.

The Forest School – closing dated 24 January 2014

The Holt School – closing date 4 February 2014

Maiden Erlegh School – closing date 17 January 2014

The Piggott School – closing date 14 February 2014

St Dominic Savio Catholic Primary School – closing date 13 February 2014

The following school has notified that it has determined its arrangements without consultation.

St Teresa's Catholic Primary School

List of Background Papers

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

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Date 29 January 2014	Version No. 1.0

THE FOREST SCHOOL ACADEMY TRUST

The Consultation on admission arrangements for 2015/16 will open on Wednesday 11th December and will run until Tuesday 4th February 2014.

Consultation on a change to Admissions from September 2015

The Forest School Academy Trust currently admits children to Year 7 and has a stated capacity of 200 per year cohort. In year admissions are addressed as and when applications are submitted and, so long as there is a place, an application is successful.

From September 2015 we propose to amend our policy to include an additional opportunity for up to 20 children to enter the school at the start of Year 10. Year 10 would therefore become a “relevant year” for admissions, in addition to Year 7. While there is no statutory need to consult on the decision made by the Governing Body of the Academy Trust there is a need to consult on how parents may apply for the extra 20 places and how these places will be allocated.

The rationale behind the decision made by the Governing Body can be summarised as follows:

- Reading University Technical College (UTC) was established in September 2013 and is a 14 – 19 institution, admitting young people into Year 10. We are responding to market forces.
- The Forest School offers a wide ranging Key Stage 4 programme of learning with a strong and highly regarded business and enterprise focus. The curriculum was judged to be “outstanding” in 2011 by Ofsted and we hold both the prestigious “Warwick Award for Enterprise Learning” and “Warwick Award for Work Related Learning”. We therefore believe there is an interest specifically in our KS4 provision.
- The Forest School is in partnership with Reading Football Club. Academy members have been educated at The Forest full time since September 2012 and we have had the capacity to admit a number. The maximum number of Academy players we have admitted in-year to date has been 15 and they reside in the local area while with us. We wish to further develop this relationship for the benefit of ALL children who attend the school.

The Consultation on admission arrangements for 2015/16 will open on Wednesday 11th December and will run until Tuesday 4th February 2014. Please click [HERE](#) for the consultation document. We welcome responses from anyone with an interest in the proposed arrangements. Responses can be made on-line by following this link: www.forest.wokingham.sch.uk/Forest-Consultation

Alternatively, please complete the response below and email to office@forest.wokingham.sch.uk with the subject title: Consultation on admission arrangements for 2015/6. Or send a hard copy of the completed response to:

Consultation on admissions arrangements, The Forest School, Robin Hood Lane, Winnersh, Wokingham, RG41 5NE

The Forest School – Admissions Policy for 2015/16

Year 10 Entry for 2015/16

The admissions number for year 10 entry from September 2015 will be 20 giving a maximum total number of students in year 10 to 220.

The school uses the Wokingham Borough Council Admissions Service which publicises the school to parents in the same literature as for other Wokingham schools. The school will participate in the co-ordinated arrangements made by Wokingham Borough Council. Parents/carers wishing to send their children to The Forest School in year 10 should submit an application to their home Local Authority and follow the guidance of that Local Authority regarding deadlines for submitting the application. This information will be published in Local Authority admission guides. For applications from within the borough of Wokingham please go to :

<http://www.wokingham.gov.uk/schools/admissions/>

Applications received after the published deadline of 31st October will be treated as a 'late' application and be considered after the on-time applications have been allocated. If there is good reason i.e. the family has moved to the area after the closing date, the illness of a single parent prevented them submitting an on-time application or the child was not confirmed as joining Reading FC Academy until after the published deadline, the application may then be treated as on-time, provided it is received by 31st January. In such instances evidence may be required. 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. Any late applications will be processed in accordance with the local authority's published date.

Children with a statement of special educational needs that names the school in the statement will be allocated a place above all other applicants.

If there are more applicants than places available applications will be prioritised in accordance with the following over-subscription criteria.

- A. 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). Please see Appendix A for more information about information required to meet this criterion
- B. Children who have medical, physical, psychological, or social needs as the grounds for their admission to The Forest School. This must be supported by written evidence, relating specifically to The Forest School from an independent professional aware of the child's case (e.g. doctor, hospital consultant, psychologist, or social worker) which must explain the reason why the school in question is the most suitable and the difficulties caused if the child had to attend another school.
- C. Children whose permanent home address is in the school's designated area* and who have a sibling, half sibling, adopted sibling, step sibling 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.
- D. Children whose permanent home address is in the schools' designated area.*

- E. Children who have a sibling, half sibling, adopted sibling, step sibling 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*.
- F. Children whose parents have a preference for single sex education
- G. Others.

*For notes relating to the above criteria and for information about what evidence required to your application please see Appendix A.

The school 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.

Within criteria C and D, priority will be given to the applicant whose permanent home address is the shortest combined radial distance with The Holt School. Combined distance is calculated as (distance from home to The Forest School) plus (distance from home to The Holt School), measuring both distances as stated below.

Subject to the exception above, priority will be given within any of the oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. A full explanation of how distance is calculated is given in Appendix A.

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 The Forest School is held electronically and can be viewed through the Council's website. These electronic maps represent the definitive descriptions of 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 owns 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 31st. 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 except in the case of applications from families where the child is a member of Reading FC Academy. There will need to be a written commitment from Reading FC that the child is a member of the football Academy programme at The Forest School Academy Trust and will continue to be so during the two years of KS4 education, and that accommodation for those whose permanent address lies outside the designated area will be provided within the designated catchment area or within an easy travel to learn distance and time.

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 moves 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). 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.

The issue of split living arrangements for applicants who are members of Reading FC Academy is addressed above in terms of permanent and temporary accommodation.

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 15th, 2013. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team.

Service Families

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

Changes 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 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 where there is consensus that it is in the best interests of the child; the circumstances of each case will be considered individually. Such a consensus would be reached between the parents, schools concerned (the current school and The Forest School) and any relevant professionals asked for their opinion on the case by The Forest School.

Accepting or Declining the Offer of a Place

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

result in the place being withdrawn. Parents are requested to advise the local authority at any stage, if they are not accepting the place for any reason. A facility to accept first preference offers online may be available.

Waiting Lists

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

Waiting lists will be retained by the School to fill places that may become available during the school year until September 30th, of year 10. Parents will be asked to inform the school 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 31st, 2015, 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.

Appendix A

Notes relating to the above over-subscription criteria

Criterion A

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 or 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.

Criterion B

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

Criterion C and D

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.

Criterion C and E

Siblings of older children at the school, who resided at an address in the previous designated area of The Forest School on September 1st, 2011 and continue to live at that address, will be treated as

living in the school's designated area (criterion C). This clause will no longer be applied after June 30th, 2018 and parents must declare on their application form if this applies.

Criterion C and E

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.

Tie-breaker Distance Calculations

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 at least 10 miles.

THE FOREST SCHOOL ACADEMY TRUST

Consultation on a change to Admissions from September 2015

From September 2015 we propose to increase our published admissions number for year 10 from 200 to 220. This renders year 10 a relevant year.

We ask that you indicate whether or not you are in favour of the application process and criteria for allocation.

In favour

Not in favour

Comments: _____

Name: _____ Date: _____

Stakeholder category (please tick appropriate box):

Parent of a child at Forest	
A family who lives in the catchment but does not yet have a child at Forest	
Member of staff of Forest Academy	
Governor	
Employee of Reading Football club	
A.N.O (please specify):	

The Holt School Admissions Policy and Arrangements for the Academic Year 2015/2016

The Holt School is an 11–18 girls' comprehensive school, with a co-ed sixth form and this document details the policy to be followed for admissions to The Holt School. Please note that living in or moving to the designated catchment area of the school cannot guarantee a place at the school.

Year 7 Entry

The admissions number for entry in September 2015 is 210.

The school uses the Wokingham Borough Council Admissions Service which publicises the school to parents in the same literature as for other Wokingham schools. The school will participate in the co-ordinated arrangements made by Wokingham Borough Council. Parents/carers wishing to send their children to The Holt School should submit an application to their home Local Authority and follow the guidance of that Local Authority regarding deadlines for submitting the application. This information will be published in Local Authority admission guides.

Applications received after the published deadline (31 October 2014) will be treated as a 'late' application and be considered after the on-time applications have been allocated. If there is good reason i.e. the family has moved to the area after the closing date or the illness of a single parent prevented them submitting an on-time application, the application may be treated as on-time, provided it is received by 15 January 2015. In such instances evidence will be required to be considered by an Admissions Panel.

Children with a statement of special educational needs that names the school in the statement will be allocated a place above all other applicants.

If there are more applicants than places available applications will be prioritised in accordance with the following over-subscription criteria;

- A Looked after children or children who were looked after¹
- B Children of staff at the school, where the member of staff is the legal parent and guardian of that child and
 - i) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage²
- C Children who have exceptional medical or social needs as the grounds for their admission to a particular school.³
- D Children whose permanent home address is in the designated area of the school and who have a sibling or step sibling who have one or more parents in common, or any other child, for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school. If the only relevant sibling is, or all relevant siblings are, in Year 11, then it must be the intention of the family that the relevant sibling or one of the relevant siblings is due to continue to study at the school in Year 12.⁴
- E Children whose permanent home address is in the designated area of the school.
- F Children who do not live in the designated area and who have a sibling or step sibling who have one or more parents in common, or any other child for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school. If the only relevant sibling is, or all relevant siblings are, in Year 11, then it must be the intention of the family that the relevant sibling or one of the relevant siblings is due to continue to study at the school in Year 12.
- G Children whose parents have a preference for single sex education
- H 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 function (see definition in section 22(1) of the Children Act 1989). Previous "looked after children" include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption

orders), Children Act 1989, section 8 which defines a “residence order” as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a “special guardianship order” as an order appointing one or more individuals to be a child’s special guardian (or special guardians). Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child’s social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- Confirmation by the home local authority that the child is looked after or
- Confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders
 - I. Adoption order
 - II. Residence order
 - III. Special guardianship order

Note 2: A demonstrable skills shortage will be if any post has had to be advertised more than once or if there are no more than four viable applicants for a post.

Note 3: When submitting applications under category C (exceptional medical or social needs as grounds for admission) your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel’s decision is final. Any evidence received by the school admissions team after 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. This must be supported by written evidence, relating specifically to the school, from an independent professional aware of the child’s case (e.g. doctor, hospital consultant, psychologist, or social worker) which must explain the reason why the school is the most suitable and the difficulties caused if the child had to attend another school** and the reasons why it is essential that they attend this school rather than any other. Further information may be requested by the school.

** When submitting applications under Criterion C, the supporting evidence should indicate clearly why the pupil concerned should attend The Holt School. The school will need to be satisfied that The Holt School is the only school that can meet a particular child’s needs. Further information may be required and you will be requested to provide this information by January 15, 2015. Failure to provide information by this deadline will mean that the application will not meet this criterion.

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

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

Tie –breaker

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

Within criteria E and F above, priority will be given to the applicants whose permanent home address is the shortest combined radial distance to both The Holt and The Forest schools. This combined distance is calculated as (distance from home to The Forest School) **plus** (distance from home to The Holt School), measuring both distances as stated.

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.

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 D or E. 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). The School Admissions Team will assess to apply the appropriate single home address for the allocation of a school place. The information provided will be considered by an admissions panel of at least two officers and their

decision is final. It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the Borough by January 15, 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.

Changes of preference

Parents who wish to amend the application before the closing date will be allowed to do so as long as they put their request in writing to the home authority 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 home Local Authority School Admissions Team. No consideration will be given to their request until after the offer date.

Admissions outside the normal age group

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

Accepting or declining the offer of a place

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

Waiting Lists

After 2 March 2015 a 'waiting list' will be administered if the school has more applicants than places available. A child's position on the waiting list is determined by applying the oversubscription criteria as described above. Positions on the waiting list may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on the waiting list. Waiting lists will be maintained until September 30th of year 10, to fill places that may become available during the school year. Parents will receive periodic requests to see if they wish to remain on the list. Children who are the subject of a direction by the local authority to admit or who are allocated to The

Holt School in accordance with an in-year fair access protocol will take precedence over those on the waiting list.

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.

In Year admissions to Years 7-11

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

The admission number for each year group will be 2010 in Year 7, 2010 in Year 8 (phased increase in pupil admission number) and 200 in Years 9, 10 and 11.

Parents wishing to apply for a place at the school should obtain a copy of their common application form from Wokingham Borough Council. This should be completed and returned to Wokingham Borough Council in accordance with its instructions. Wokingham Borough Council has been commissioned to consider applications on behalf of the school in accordance with the school's admissions policy and following confirmation by the school will notify the parent of the outcome of the application on behalf of the school.

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

Waiting lists will be retained by the local authority to fill places that may become available during the school year until September 30 of Year 10. Parents will be asked to inform the local authority if they wish to remain on waiting lists and will receive periodic requests to see if they wish to remain on the list. The local authority holds the waiting list for The Holt School.

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

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

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

Accepting or declining the offer of a place

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

Unsuccessful applicants must confirm they wish to be placed on the waiting list. .

Appeals (applicable to Years 7 to 11)

Students refused a place in all years groups of the school, are entitled to appeal to an independent appeals panel. Information about this process will be given in the decision letter sent by the local authority on behalf of the school. 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 (in the case of year 7) or in line with the appeal timetable published by Wokingham Borough Council. The decisions of the appeals panel are binding on the school.

In the event of an unsuccessful appeal against non-admission to the school, the school will not consider any further application for admission, nor is there any 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 circumstance relevant to the applicant.

Sixth form admissions

For admission to the Sixth Form students will be required to pass at least 5 courses successfully at the following levels; A*-C at GCSE, or level 2 BTEC. In addition each course has specific entry requirements as detailed in the school sixth form prospectus.

All students attending the school at the end of Year 11 will be offered places in the Sixth Form provided they meet the academic requirements of the school and they will be offered places on the courses they wish to follow provided that they meet the specified academic requirements for those courses and provided there are spaces available. Courses will not run if there are too few students enrolled on to it.

Children above compulsory school age and their parents have the right to make a separate school sixth form application. Applications from those not attending the school will be also be accepted and they will be offered places when spaces are available in the school and on the courses they wish to take, provided they have met the specified academic requirements. When applicants can be offered a place at the school but a course they wish to pursue is full, they will be offered an alternative course.

Making an application

Those wishing a place in the school's Sixth Form starting in Year 12 in September 2015 should complete the school's Sixth Form Application form, which will be available from the school from October 2014. Pupils in Year 11 already attending the school will be given a copy of the form.

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

Late applications

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

Criteria for admission

The Governing Body will admit all applicants for whom there are places available on courses they wish to pursue provided they meet the entry requirements and the specific subject academic requirements. Should there be more applicants than places, then places will be allocated to pupils who fall into the following criteria in order of priority. Within each criterion applicants will be ordered according to the distance they live from the school measured as a straight line between the Land and Property Gazetteer address points for the home address and the school, using the local authority's computerized mapping system. This is explained in the year 7 policy.

The Governing Body are required to admit all students with statements of special educational needs that name The Holt School in the statement and meet the specified academic requirements; these students will be admitted first.

Pupils already attending the school at the time of application are prioritised for entry to the sixth form. The following criteria referred to above will be applied to applicants who do not attend the school:

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

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

Applicants who are unsuccessful at obtaining places on a particular course will be offered a place on an alternative course. Offers of places to external students will be subject to the school confirming date of birth or right of abode by examination of the birth certificate and/or student's passport, as appropriate.

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

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

Accepting or declining the offer of a place.

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

Appeals

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

General Contact information

Copies of the sixth form prospectus, application form for sixth form and the school admissions policy are available on the school website or from the school.

Email holtschool@holt.wokingham.sch.uk Telephone 0118 978 0165

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

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

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

The Holt School Sixth Form Application 2015-2017 (Internal applicants)

Name: Date of Birth:..... Form Group:

Home Address:

Telephone No: E mail:

Possible career and/or plans for education after Sixth Form:

I have discussed this application with my daughter/son and endorse her/his application.
I understand that any change should be discussed with the school as early as possible.
Any offer of courses is subject to the required qualification being obtained.
Courses will run subject to viability.

Student's signature: Parent/Guardian signature:

Please return to The Holt School by: Friday, 28th November 2014

Select **five** subjects from the blocks below. You need to choose **one** subject from each block.

Block A	Block B	Block C	Block D	Block E
Biology Chemistry Classical Civilisation Economics History Music Sociology Textiles	Biology Business Studies English Literature Geography Photography Physics Psychology	Biology Chemistry English Literature Mathematics Further Mathematics Physical Education Psychology Spanish Theatre Studies Travel & Tourism	Applied Science Art Geography German Mathematics Further Mathematics Psychology	Biology Chemistry Food Technology French History Law Media Studies Product Design Psychology

Students wishing to study both Further Mathematics and Mathematics must choose Further Mathematics options in Block C and Block D; do not select any other Mathematics option.

Post 16 Courses: (please rank in order of preference)

1.
2.
3.
4.
5.

<p>If I do not achieve the grades required to study A levels in the Sixth Form, I am happy to consider the Sixth Form Plus route (Work Skills). Tick here ().</p>

The Holt School Sixth Form Application 2015-2017 (External applicants)

Name: Date of Birth:.....

Present School:

Home Address:

Telephone No: E mail:

Possible career and/or plans for education after Sixth Form:

I have discussed this application with my daughter/son and endorse her/his application.
I understand that any change should be discussed with the school as early as possible.
Any offer of courses is subject to the required qualification being obtained.
Courses will run subject to viability.

Student's signature: Parent/Guardian signature:

Please return to The Holt School by: Friday, 28th November 2014

Select five subjects from the blocks below. You need to choose one subject from each block.

Block A	Block B	Block C	Block D	Block E
Biology Chemistry Classical Civilisation Economics History Music Sociology Textiles	Biology Business Studies English Literature Geography Photography Physics Psychology	Biology Chemistry English Literature Mathematics Further Mathematics Physical Education Psychology Spanish Theatre Studies Travel & Tourism	Applied Science Art Geography German Mathematics Further Mathematics Psychology	Biology Chemistry Food Technology French History Law Media Studies Product Design Psychology

Students wishing to study both Further Mathematics and Mathematics must choose Further Mathematics options in Block C and Block D; do not select any other Mathematics option.

List GCSE Subjects:		Post 16 Courses: (please rank in order of preference)
1. English	6.	1.
2. English Literature	7.	2.
3. Mathematics	8.	3.
4. Science	9.	4.
5.	10.	5.

If I do not achieve the grades required to study A levels in the Sixth Form, I am happy to consider the Sixth Form Plus route (Work Skills). Tick here ().

NB: Please enclose a copy of your current school report.

Contact details for reference:

Public Consultation on Admissions arrangements to The Holt School for 2015-16

The consultation period will open on Wednesday 18 December 2013 and will run until Friday 21st February 2014.

1. Do you agree with the proposal that The Holt School should not take girls from the waiting list after September 30th of Year 10?

Yes

No

Don't know

Comments

2. Do you agree with the proposal to include an additional over subscription criterion relating to children of staff?

Yes

Don't Know

Comments

3. Are you a parent of a child aged between 2 and 18?

Yes

No

Are you a member of staff at The Holt School?

Yes

No

4. If you answered 'no' to the previous 2 questions please state who you are responding on behalf of e.g. Local Authority, resident, another school, governor at The Holt School

5. Do you have any further comments?

Thank you for taking the time to read this consultation and we look forward to receiving your comments.



26 November 2013 – 24 January 2014

The Maiden Erlegh Academy Trust is the Admissions Authority for the school and it is consulting on its admission arrangements for children entering or transferring to this school during the 2015-16 academic year. The consultation runs from 26 November 2013 to 24 January 2014 and proposes the following:

Proposed change

We propose to include an additional oversubscription criterion to give priority to children of staff in the school as detailed below.

Children of members of staff

The children of staff at Maiden Erlegh School where that member of staff is the legal parent and guardian of that child and where that member of staff has been employed at the school for 2 or more years at the time of application for the place.

The Admissions Code allows admissions authorities to have an over subscription criterion relating to staff of the school. The code states:

Children of staff at the school

1.39 Admission authorities may give priority in their oversubscription criteria to children of staff in either or both of the following circumstances:

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

The current oversubscription criteria are detailed below and they are applied in order.

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

Consultation on Admission arrangements to Maiden Erlegh School for 2015-16



26 November 2013 – 24 January 2014

Responding to the consultation

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

<https://www.surveymonkey.com/s/AdmissionsConsultation2015-16>

Comments should reach the school by **Friday 24 January 2014**

Maiden Erlegh School
Admissions Consultation
Silverdale Road
Earley
Reading
RG6 7HS

Email: office@maidenerlegh.wokingham.sch.uk
Please add 'Admissions consultation response' in the subject box

We would be particularly interested in your responses to the following:

1. Do you agree there should be an over subscription criterion relating to children of staff. Yes/No/Don't know
2. Are you a parent of a child aged between 2 and 18*/member of staff*/other*?
**Delete as applicable*
3. If you agree with this new criterion whereabouts in the current list of oversubscription criteria should it sit.
 - i. Immediately after (A) – Looked After Children Yes/No
 - ii. Immediately after (C) - living in the designated area. Yes/No
 - iii. At the end. Yes/No
 - iv. Some other place- please give details Yes/No

.....
.....

4. Any other comments

.....
.....
.....

If this proposal were agreed, it would affect in-year as well as Year 7 and sixth form intakes from September 2015.

Responses should be returned to the school by Friday 24 January 2014 by hard copy, email or on-line at <https://www.surveymonkey.com/s/AdmissionsConsultation2015-16>

Thank you for taking the time to read this consultation
-we look forward to receiving your comments

THE PIGGOTT CHURCH OF ENGLAND SCHOOL ADMISSIONS ARRANGEMENTS FOR ACADEMIC YEAR 2015-16

PREAMBLE

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

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

The Governors determined the admission arrangements in accordance with the applicable legislation and the School Admissions Code introduced in February 2013 and after consultation with the authorities of the Oxford Diocese and the relevant local admissions authorities. They conform to the needs of the Wokingham Borough Council's coordinated admissions arrangements and reflect the fact that, as a result of the amendments to the School's Funding Agreement made on June 12 2013 and the opening of Charvil Piggott Primary School, the Piggott School became an all-through setting for pupils aged 4-18years from September 2013.

Children are normally admitted to school in the Early Years Foundation Stage 2 (EYFS2)/Reception, Year 7 and Year 12. Children will be admitted to other years when spaces are available. They will usually only be admitted to the year group normal for their age: i.e. to EYFS2 if they have had their fourth birthday in the previous academic year, Year 7 if they had their eleventh birthday in the previous academic year, to Year 8 if they had their twelfth birthday in the previous academic year and so on. For exceptions to this see Part 5 below.

PART 1 – INITIAL ADMISSIONS TO RECEPTION (EYFS2)

ADMISSION NUMBER

The Governors have determined an admission number for this cohort of 30.

MAKING AN APPLICATION

Applications for entry to the Charvil Piggott Primary School in the school year September 2015- August 2016 must be included on the Local Authority (LA) Common Application Form for the applicant's Home Authority (ie the Authority in which the parents/legal guardian pays council tax - the home LA) and must be submitted to *that* LA no later than 15th January 2015. Parents may submit their applications to Reception Class on-line. Full details are available in the relevant LA Admissions Guide. Parents are advised to read the Wokingham LA Admissions Guide.

All applications will be considered and ranked in accordance with the oversubscription criteria (see below). Wokingham LA will be notified by 16th March 2015 and the home LA will make offers on behalf of the Governing Body on the date indicated in its Admissions Guide. Parents will be given a date by which to accept an offer. Applications received after the deadline for receipt will normally only be considered *after* all those received by the deadline. This means that, if no places are left after considering all the applications received by the deadline, even if you fulfil a higher criterion than that under which places have been offered to other applicants, the application will be unsuccessful.

Parents (see Note 1) whose children were born between 1 September 2010 and 31 August 2011 may apply for them to be admitted to the Reception Class in September 2015. There are 30 places (the admission number) available. Our policy is to admit children to their National Curriculum year group, and not to offer early admission. Parents may request that a child whose fifth birthday falls between 1 September 2015 and 31 March 2016 does not start at school until later in the school year 2015-2016, or until the child reaches compulsory school age (the term after the child's fifth birthday), at which point the child must attend school. Under such circumstances, we will hold the place for that child, although, in the majority of cases, we believe that children benefit from starting at the beginning of the school year, rather than part way through it. Parents cannot defer entry until September 2016 for a child whose fifth birthday falls between 1 April 2016 and 31 August 2016.

If parents choose to defer their child's admission, or take up the place part-time but later wish to increase it to full-time before their child has reached compulsory school age, they must discuss this with the Head Teacher to agree the effective date.

If parents of children who reach the age of five between 1st April and 31st August 2016 do not wish to take up the allocated place until the next school year, they need to understand that the place cannot be held open. A fresh in-year application for a place in Year 1 in September 2016 would have to be made in the Summer Term of 2016 and there would be no guarantee that a place would be available at the school.

CRITERIA FOR ADMISSION

The Governors will admit all applicants if it is possible to do so without exceeding the admission number determined for the year. Should there be more applicants than this, places will be allocated to pupils who fall into the following criteria in order of priority until the number of places allocated is equal to the admission number: that is, places will be offered first to those who are in criterion A, then, to the extent that places remain available, to those in criterion B and so on. Within each criterion applicants will be ordered according to the distance they live from the school site in Charvil,

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

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

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

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

- Confirmation by the home local authority that the child is looked after or
- Confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders
 - I. Adoption order
 - II. Residence order
 - III. Special guardianship order

- B Pupils whose **permanent home address is in the School's designated area and who have a sibling** living at the same address who already attends the School (in any Key Stage, i.e. EYFS2 (Reception year) – KS5) by the deadline for applications or who has attended the School in the past, for at least one full academic year. (For the definition of sibling see below);
- C Pupils whose **permanent home address is in the School's designated area** but who do not fall into criterion B;
- D Pupils whose **permanent home address is not in the School's designated area** but who would otherwise fall into criterion B;
- E **(Secondary admissions only)** Pupils who attend one of the **linked primary schools**, who have not been admitted in an earlier criteria namely The Colleton, Crazies Hill CE, Knowl Hill CE, St Nicholas CE and Sonning CE (Aided) primary schools and Polehampton CE and Robert Piggott CE junior schools;
- F Pupils whose parents have chosen the school on **denominational grounds**; an application will only be considered under this criterion if it is accompanied by a fully completed copy of the school's denominational certificate; for a pupil to meet this criterion at least one parent must have frequently attended for worship at a church within the Christian faith that is a member of the Churches Together in Britain and Ireland or The Evangelical Alliance over the year immediately preceding the date of application (frequent in this context means at least twice a month for at least eight months a year); and
- G All **other pupils**.

Children of multiple births are a permitted exception to the Infant Class Size rules and all siblings of multiple births will be admitted even if this might result in the admission number being exceeded. This exception does not extend to children born in the same school year but who are not from a

multiple birth. In this instance, the place will be allocated by the drawing of lots carried out by at least two Governors. 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.

The designated area referred to above is that defined by the school and held electronically by WBC. It may be viewed on its website. The definition of sibling is given below.

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

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

APPEALS

Unsuccessful applicants will be advised of their right to appeal at the time they are notified of the result of their application. Those who wish to appeal are requested to do so within twenty school days of being notified that their application has been unsuccessful. Only one appeal from an applicant will be heard in any one academic year, unless there has been a significant change in circumstances. The decision of the independent appeal panel is binding on the school.

PART 2 – INITIAL ADMISSIONS TO YEAR SEVEN

ADMISSION NUMBER

The Governors have determined an admission number for this cohort of 203.

MAKING AN APPLICATION

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

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

If the application is made on denominational grounds (see below), the Governors will also require completion of their denominational certificate, which is available from the School or Wokingham Borough Council. This certificate should be returned directly to the school.

LATE APPLICATIONS

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

CRITERIA FOR ADMISSION

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

The Governors are required to admit all pupils with statements of special educational needs that name the Piggott School in the statement.

In addition, children attending the Charvil Piggott Primary School automatically transfer into Year 7 to the Wargrave Piggott Secondary School.

To the extent that the Governors are aware of any such pupils in either of the above categories to be admitted to Year 7 in 2015-16 at the time of allocating places to other applicants, the number of places allocated to others will be reduced so that the total number of admissions will not exceed the determined admission number.

The criteria referred to above are found above on pages 2 – 4.

ACCEPTING OR DECLINING THE OFFER OF A PLACE

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

APPEALS

Unsuccessful applicants will be advised of their right to appeal at the time they are notified of the result of their application. Those who wish to appeal are requested to do so within twenty school days of being notified that their application has been unsuccessful. Only one appeal from an applicant will be heard in any one academic year, unless there has been a significant change in circumstances. The decision of the independent appeal panel is binding on the school.

WAITING LIST

The LA will maintain a waiting list until 31st December, after this date the School will maintain a waiting list for unsuccessful applicants. Pupils on the list will be placed in order according to the criteria used in considering the original applications. Places, if they become available, will be offered to pupils from this list in strict order. Parents who are unsuccessful will be asked if they wish their pupil to be placed on the waiting list for their year and will be advised, on request, where the pupil stands in the list. It should be remembered that a pupil's position on the list may rise and fall as others are added or removed from the list. This list will be maintained until the end of the first term. Parents are requested to notify the Admissions Administrator if at any time they no longer wish their pupil to be considered for a place at the School.

PART 3 – IN-YEAR ADMISSIONS

INTRODUCTION

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

PROCESS

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

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

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

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

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

APPEALS

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

PART 4 – ADMISSION TO THE SIXTH FORM

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

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

A level Pathway (level 3)

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

Vocational Pathway (level 3)

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

Vocational Pathway (level 2)

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

- A student wishing to take the level 2 Vocational option must achieve an APS at GCSE of 34 points or more.
- The minimum GCSE grade for English is a D grade and for Mathematics is an E grade.
- Level 2 courses in English, Mathematics and Workskills, which form the core of this course.
- A choice of three further vocational subjects equating to six GCSEs to be studied in Year 12.
- Successful completion of this pathway will entitle you to pursue a level 3 course.

The School has set an admission number of 20 external candidates for the Sixth Form. All pupils attending the School at the end of Year 11 will be offered places in the Sixth Form provided that they meet the minimum requirements for the relevant courses. Applications from those not attending the School will also be accepted and they will be offered places when spaces are available. All those offered places will be offered places on the courses they wish to follow subject to their meeting the specified academic requirements for those courses and there being places available. When students are offered a place at the school but a course they wish to pursue is full, they will be offered an alternative course.

MAKING AN APPLICATION

Those wishing to apply for a place in the Sixth Form starting in Year 12 in September 2015 should complete the School's Sixth Form Application form, obtainable on the School's web site or from the Admissions Administrator. This form must be completed and returned by 1st December 2014. Pupils in Year 11 already attending the School will be given a copy of the form shortly before it must be returned.

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

LATE APPLICATIONS

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

CRITERIA FOR ADMISSION TO THE SCHOOL

The Governors will admit all applicants for whom there are places available on courses they wish to pursue if it is possible to do so without exceeding the original admission number applicable to that year group when admissions to Year 7 were done (i.e.180). The Governors will, in any case, admit all applicants who are already at the School and 20 external applicants, if there are sufficient applications.

Should there be more external applicants than this, places will be allocated to pupils who fall into the following criteria in order of priority until the number of places allocated is equal to the admission number: that is, places will be offered first to those who are in criterion A, then, to the extent that places remain available, to those in criterion B and so on. Within each criterion applicants will be ordered according to the distance they live from the school measured as a straight line between the Land Gazetteer address points for the home address and the school, using the WBC's computerized mapping system.

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

The criteria referred to above are:

- A Relevant and previously looked after children; for full definition, see page 2.
- B All other external applicants.

CRITERIA FOR ADMISSION ON COURSES

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

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

- A Pupils already attending the school at the time of application;
- B Relevant and previously looked after children; see page 2 for full definition.
- C All other applicants.

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

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

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

ACCEPTING OR DECLINING THE OFFER OF A PLACE

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

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

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

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

APPEALS

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

The Piggott School ensures that the independent appeal panel is trained to act in accordance with all relevant provisions of the School Admissions Appeals Code published by the Department for Education. The Code can be found online. If, after an appeal, an appellant is concerned that the appeal did not comply with the Appeals Code or was set up wrongly, and that this affected the

outcome of the appeal, a complaint can be made to the Education Funding Agency (EFA). The EFA will investigate the complaint on behalf of the Secretary of State.

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

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

The EFA's Procedure for dealing with complaints about the maladministration of independent appeal panels for admission to academies is available to download (see page 13).

Contact details available on page 12.

PART 5 – INFORMATION

OUT-OF-AGE ADMISSIONS

Children are usually admitted to the School in the year group normal for their age (e.g. a child who becomes 11 years old in one academic year would be admitted to Year 7 in the following academic year). Admission to any other year group is considered an out-of-age admission and will only be agreed to as set out here. Exceptionally, pupils **above** the age of 11 but are attending Year 6 of a primary or junior school will be treated as in age, in respect of applications to Year 7.

For admission to EYFS2 pupils must have had their fourth birthday in the previous academic year, and to Year 7 they are expected to have had their eleventh birthday before the start of the academic year in which they are admitted. Pupils younger than their peers in these respective year groups (including applications for the Sixth Form) will not be considered for admission unless there are sound educational grounds for earlier admission and they have been working ahead of their year group for a few years. For the Sixth Form the student will be expected to have taken their GCSE examinations.

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

SIBLINGS

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

PARENT

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

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

LA

In this document references to LA refer to the local authority within which the applicant resides. Applications are made to that authority and it is that authority which will notify applicants of the outcome of their application both as a Year 7 applicant and an In-Year applicant.

DRAWING OF LOTS

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

CONTACTS

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

The Admissions Administrator	Email	admissions@piggott.wokingham.gov.uk
The Piggott School	Telephone	(0118) 9402357
Twyford Road	Fax	0871 2264213
Wargrave		
Reading RG10 8DS		

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

School Admissions Team	Email	schooladmissions@wokingham.gov.uk
Pupils' Services	Telephone	(0118) 9746143
Wokingham Borough Council	Fax	(0118) 9746135
P O Box 156		
Shute End		
Wokingham		
Berkshire RG40 1WN		

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



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

What the EFA can consider

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

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

A complaint must be made using the following form.

Name of person submitting complaint:	
Address (including post code):	
Phone no:	E-mail:

About the appeal

Name of child:	
Are you the child's legal guardian?*: Yes/No	Date of appeal hearing:
Academy applied for:	
Name of Clerk and address on the decision letter:	

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

How the EFA will handle your complaint: Your complaint will be considered under the EFA's published Procedure for handling complaints about the administration of the appeal process by independent appeal panels for admission to Academies which is available from the Department for Education website

Details of your complaint:

Please tick below to indicate whether you think the panel:

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

How did this affect the outcome?

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

Sharing information

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

Yes

No

Further information

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



THE PIGGOTT SCHOOL SIXTH FORM

Application Form

NAME: Current school: D.O.B. Tutor Group (Piggott only):	Address & Tel: UCI number: <i>(only required for external students)</i>
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There are four pathways:

	Pathway	Entry requirements
1	<u>A Level pathway</u> (choose 4 options + reserve) <i>(complete table 1)</i>	Average points score 43 points minimum C in English Language C in Mathematics
2	<u>Level 3 Vocational pathway</u> (choose 3 options + reserve) English Language and/or Mathematics compulsory if less than C grade <i>(complete table 1)</i>	Average points score 38 points minimum D in English Language D in Mathematics
3	<u>VRQ Coaching Programme</u> <i>(complete table 2)</i>	Aptitude
4	<u>Level 2 Vocational pathway</u> (choose 3 options) English Language, Mathematics and Workskills are compulsory <i>(complete table 3)</i>	Average points score 34 points minimum D in English Language E in Mathematics

1. A-Level Subject Options

Art and Design
 Biology
 Business Studies
 Chemistry
 Computing
 Economics
 English Language
 English Literature
 Food Technology
 French
 Geography
 German
 History

Mathematics

- Mathematics
- Quantitative Methods
- Further Mathematics

Media Studies
 Music
 Photography
 Physical Education
 Physics
 Product Design
 Psychology
 Textiles
 Spanish
 Sociology

2. Level 3 Vocational Options

BTEC Diploma *(2 A Levels)*

- Business

BTEC Subsidiary Diploma *(1 A Level)*

- Applied Science
- Business
- Health & Social Care
- Sport
- Travel & Tourism

Cambridge TEC *(1 A Level)*

- ICT

3. VRQ Coaching Programme

- Sports Coaching

4. Level 2 Vocational Options

BTEC First Diploma *(4 GCSEs, 2 options)*

- Business

BTEC First Certificate *(2 GCSEs, 1 option)*

- Business
- Hospitality

Cambridge Technical Diploma *(1 GCSE, 1 option)*

Table 1 for A-Level and Level 3 vocational pathways

GCSE Estimated Grades		Chosen Subjects A-Level & Level 3 BTEC	GCSE Estimated Grades for chosen subjects
English Language		1.	
Maths		2.	
Science		3.	
		4.	
		5. (Reserve)	

Table 2 for the VRQ coaching programme

VRQ Programme	Support Subject	Reserve
Please tick		

Table 3 for the Level 2 vocational pathway

Compulsory Subjects	Optional Subjects (choose 3 options equivalent)	Tick choices
1. English	Business - BTEC First Diploma (4 GCSEs) <i>This counts as 2 options</i>	2
2. Mathematics	Business - BTEC First Certificate (2 GCSEs) <i>This counts as 1 option</i>	1
3. Workskills	Hospitality - BTEC First Certificate (2 GCSEs) <i>This counts as 1 option</i>	1
	ICT - Cambridge Technical Diploma 1 GCSE) <i>This counts as 1 option</i>	1

This form should be completed, signed and returned to Mr Dusterhoff, Head of Key Stage 5, by Friday 13th December 2013.

In the box below you may give further details which outline your reasons for applying to The Piggott School Sixth Form:

Signed: (Student)

Signed: (Parent)

Date:

Date:

Sixth Form options discussions will take place in the week beginning 13th January 2014.

DENOMINATIONAL CERTIFICATE FOR SCHOOL ADMISSION



Support for admission on denominational grounds to
The Piggott School

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

Pupil Name.....

Address.....

Telephone Number.....

Religious Denomination.....

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

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

Name of Religious Establishment.....

Address.....

Telephone Number.....

Representatives Name.....

Position held.....

If parents are applying on denominational grounds (Category F) for places at the Piggott School, the Governing Body will expect that at least one parent or guardian frequently* attends for worship with a church within the Christian faith and which is a member of 'Churches Together in Britain' **or a member of The Evangelical Alliance, please see their website.

*defined as at least twice a month for at least eight months of the year and to be confirmed by a member of the local clergy.

** please see attached sheet for CTB membership details.

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

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

Position at Religious Establishment.....

Member churches of the Churches Together in Britain organisation
(correct in July 2014)

African-instituted churches

Cherubim and Seraphim Council of Churches

Anglican churches

Church of England

Church in Wales

Scottish Episcopal Church

Church of Ireland

Baptistic Churches

Baptist Union of Great Britain

Bodies that group churches across different traditions

Each of these groups cuts across the confessional categories already listed, but

Evangelische Synode Deutscher Sprache in Grossbritannien

Council of African and Caribbean Churches

Congregational churches

Congregational Federation

Union of Welsh Independents)

Lutheran Churches

Lutheran Council of Great Britain

Methodist Churches

Methodist Church

Methodist Church in Ireland

Wesleyan Holiness Church

Independent Methodist Churches

Orthodox churches

Antiochian Orthodox Church

Greek Orthodox

Russian Orthodox Church

Oriental Orthodox churches

Coptic Orthodox Church

**Council of Oriental Orthodox Churches of the United Kingdom
and the Republic of Ireland**

Armenian Apostolic Church

Coptic Orthodox Church (incorporating the British Orthodox Church)

Ethiopian Orthodox Church

Eritrean Orthodox Church

Indian Orthodox Church

Syrian Orthodox Church (incorporating the Malankra Syrian Orthodox Church)

Pentecostal Churches

Church of God of Prophecy

International Ministerial Council of Great Britain **Joint Council for Anglo-Caribbean Churches**

Building of the Temple (Ecclesia of God)

Latter Rain Outpouring Revival Church

Pentecostal Church of God

The International City Mission Church

Pentecostal Church of Jesus Christ Inc

Church of God in Christ United

Mount Zion Holiness Church

New Way Pentecostal Fellowship

Faith Restoration Outreach Ministry

New Testament Assembly Christian Centre

Pentecostal Assembly

Pentecostal Church of God (Leyton)

New Testament Church of God

New Testament Assembly

Reformed Churches

Church of Scotland

United Reformed Church

United Free Church of Scotland

Presbyterian Church of Wales

Roman Catholic Church

Roman Catholic Church in England and Wales

(Catholic Bishops' Conference of England and Wales)

Roman Catholic Church in Scotland

(Bishops' Conference of Scotland)

Roman Catholic Church in Ireland - Associate Member

(Catholic Bishops' Conference of Ireland)

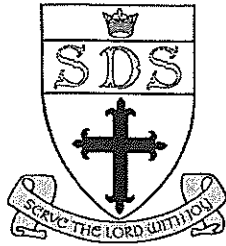
Other Traditions

Moravian Church

Religious Society of Friends (Quakers)

Religious Society of Friends in Ireland

Salvation Army



St Dominic Savio Catholic Primary School
Western Avenue, Woodley, Berkshire RG5 3BH
Telephone: 0118 969 3893 / 969 1606
Email: admin@st-dominicsavio.wokingham.sch.uk
Headteacher: Mr James Broadbridge

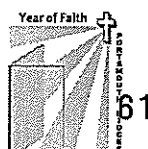
Admission Arrangements 2015/16

The Governing Body of St Dominic Savio Catholic Primary will be conducting a consultation on its proposed admission policy for the school year 2015-2016. The consultation period runs for a period of 8 weeks from 19th December 2013 to 13th February 2014.

Copies of the proposed policy can be obtained from the school office or downloaded from the school website

<http://www.thelifecloud.net/schools/StDominicSavioCatholicPrimarySchool>

Comments on the arrangements should be sent to the school secretary at the school, or by email to schoolsecretary@st-dominicsavio.wokingham.sch.uk





St Dominic Savio Catholic Primary School

Admission Policy School Year 2015/2016

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

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

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

Admission Arrangements for 2015/2016

In the school year 2015/2016 the Governors will admit up to 60 children (Published Admission Number) who reach their 5th birthday between September 1st, 2015 and August 31st, 2016. Infant classes will not normally contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances (See Explanatory Notes – iv.).

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

In November 2014, common application forms (CAFs) will be sent by the Local Authority to parents/carers whose children will reach compulsory school age between September 1st, 2015 and August 31st, 2016. Applications for entry to St Dominic Savio Catholic Primary School in the school year commencing September 2015 must be made using the Wokingham Borough Council CAF and returned to the Authority (address on the CAF form). The deadline for applications is 15th January 2015.

All parents applying for a place in a Wokingham borough school should apply directly to Wokingham Borough Council using the Wokingham CAF. This form is available on request or can be downloaded at: www.wokingham.gov.uk/admissions.

In addition to the CAF parents/carers are asked to complete a separate supplementary information form (SIF) **which must be returned to the school office**. These forms are available either from the school office, the school website or Wokingham Borough Council. The additional information on this form assists governors in placing applications in the correct oversubscription category. If no SIF is submitted governors can only rank the application on the basis of the information contained in the CAF. The deadline for submitting the SIF is also 15th January 2015.

In the event of more than 60 applications being received, Governors rank all applicants strictly according to the over subscription criteria. The Governors will operate an Equal Preference Policy. This means that all applications will be treated equally, irrespective of need or ability and without reference to the positioning in the ranked list on the CAF. Offers of places will be made by the Authority on behalf of the Governing Body on 16th April 2015. Parents who apply online will also be able to view the results of their application on 16th April 2015. Parents are required to accept the offer of a place by 30th April 2015.



St Dominic Savio Catholic Primary School

Admission criteria

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

- Category A Baptised Catholic children in Local Authority Care and children previously in Local Authority Care (Looked After Children)
- Category B Baptised Catholic siblings of pupils of St Dominic Savio Catholic Primary school at the time of entry to the school.
- Category C Baptised Catholic children
- Category D Other children in Local Authority Care and children previously in Local Authority Care (Looked After Children)
- Category E Other siblings of pupils of St Dominic Savio Catholic Primary School at the time of entry to the school.
- Category F Children of families who are members of other Christian denominations. Christian denominations mean churches which are members of Churches Together in England. A list of members can be found at www.cte.org.
- Category G Other children.

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

Documentation required in support of applications

Categories A, B and C: Child's baptismal certificate or letter from the parish priest confirming the child has been received into the Catholic Church

Category F: Child's baptismal certificate or statement of membership of a church which is a member of Churches Together in England confirmed on the SIF by the church leader of the church where the family normally worships.

Note: Baptisms must have taken place before 15th January 2015 for your child to be considered in categories A, B and C.

Oversubscription

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 multiply by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the



St Dominic Savio Catholic Primary School

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 drawing of lots, carried out by at least two members of the Governing Body, supervised by an independent person.

- All children will be offered full time places from the September after their 4th birthday.
- Children born from 1 September 2010 to 31 August 2011 will normally enter school in September 2015. Parents have the right to defer entry until the start of the term following the child's fifth birthday, or to request part-time attendance until statutory age. However, if summer born children (1 April 2011 to 31 August 2011) defer entry until September 2016, which is a different school intake year, a new application for in year admission into Year 1 (or Reception if requested) would need to be made and there can be no guarantee of a place. (See Page 5 – Admission outside normal age group)
- Where entry is deferred, the school will hold the place for that child and not offer it to another child for the duration of that academic year.
- Parents can request that their child takes up the place part-time until the child reaches compulsory school age.

Explanatory notes

i. Catholic

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

ii. Member of other Christian churches

Christian churches who are full members of "Churches Together in England". See the website www.cte.org.uk for current members.

iii. Parent

S576 Education Act 1996

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

iii. Siblings

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. A sibling will have a brother or sister still at the school in the academic year in which they join the first year of the Foundation Stage.

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



St Dominic Savio Catholic Primary School

- children admitted outside the normal admissions round with statements of special educational needs specifying a school;
- looked after children and previously looked after children admitted outside the normal admissions round;
- children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- children admitted after an independent appeals panel upholds an appeal;
- children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- children of UK service personnel admitted outside the normal admissions round (maximum 2 children)
- children whose twin or sibling from a multiple birth or sibling born within the same school year is admitted otherwise than as an excepted pupil;

v. Home Address

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

vi. Looked After Child

By a 'Looked After Child' we mean a child who is looked after by a local authority in accordance with section 22 of the Children's Act 1989 at the time an application is made, and who the local authority has confirmed will still be looked after at the time when admitted to the school.

vii. Previously Looked After Child

Previously looked after children are defined as children who have left care through an adoption, special guardianship or residence order.

viii. School Year

A school year is from 1st September – 31st August.

Appeals

Parents have the right to appeal if the Governors refuse a place for their child. The appropriate form can be obtained from the address below. All appeals must be lodged within 20 school days from the date parents are notified that an application was unsuccessful. An Independent Appeal Panel will be convened to hear the appeal. Parents will be fully informed of the arrangements and have the chance to submit any relevant papers and to speak at the hearing. The Appeal Panel's decision is binding.

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

Drafted by the Governors' Admissions Committee, December 2013



St Dominic Savio Catholic Primary School

Telephone: (0118) 974 6059

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

Waiting List

A list is maintained for those children who are not offered a place, including those unsuccessful at appeal; the order of priority on the list is the same as the list of criteria for over-subscription. No account is taken of length of time on the list. Should a casual vacancy occur, a place would be offered to the child at the top of the list using the over-subscription criteria. The list is held by Wokingham Local Authority under the co-ordinated scheme until 30th September 2016. After that date the school will maintain the list although continuing to liaise with the Local Authority. We will seek confirmation periodically from parents that they wish their child to be kept on the list.

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

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

Late Applications

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

Applications outside the normal admissions cycle

In accordance with the co-ordinated admissions scheme, applications for in year admission should be made on the common application form. Information on the availability of places and the common application form can be obtained from Wokingham Local Authority. All applications for this school must be made using the Wokingham CAF. The application form is available on request or can be downloaded at: www.wokingham.gov.uk/admissions. Applicants for categories A, B, C and F are also requested to complete a separate supplementary information form (SIF), which must be returned to the school office, along with supporting documentation as set out above. (See Page 2 – Documentation required)

Admission outside normal age group

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

Each case will be considered on its own merits and circumstances and will only be agreed by the Governing Body where there is consensus between the parents, schools concerned (both current and preferred) and any relevant professionals asked for their opinion that to do so would be in the pupil's interests.

Drafted by the Governors' Admissions Committee, December 2013



St Dominic Savio Catholic Primary School

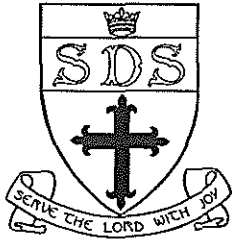
Admissions in 2014/2015

Category	Applications received by the closing date	Admissions
Category A		
Category B		
Category C		
Category D		
Category E		
Category F		
Total		

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

This Policy has been reviewed against the Equality act 2010 and the St Dominic Savio Equality Statement.

Signed Committee Chair _____
Date _____



St Dominic Savio Catholic Primary School
Western Avenue, Woodley
Berkshire RG5 3BH
0118 969 3893

SUPPLEMENTARY INFORMATION FORM
ADMISSIONS 2015 – 2016

CHILD'S DETAILS

CHILD'S SURNAMECHILD'S FORENAME.....

DATE OF BIRTH

ADDRESS.....

.....

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

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

Parents of applicants in Categories A,B,C and F must return this supplementary information form with the supporting documentation as required to the school by the closing date of 15th January 2015. Failure to do so will mean that the Governing Body can only rank the application on the basis of the information contained in the common application form.

BAPTISED CATHOLIC CHILDREN

Date of Baptism of child/...../.....

Place of Baptism

Documentation required

(i) Baptismal certificate attached Yes / No

OR

(ii) Letter from Parish Priest confirming that the child has been received into the Catholic Church
Yes / No

APPLICANTS FROM OTHER CHRISTIAN CHURCHES WHO ARE MEMBERS OF CHURCHES TOGETHER IN ENGLAND

I/we are members of a Christian church

Name of church tradition.....

Church where family normally worships.....

Evidence required

(i) Baptismal certificate attached Yes / No

OR

(ii) Confirmation from church leader

I confirm the above statement made by parent/carer is correct

Name of church leader

Name and address of church.....

Signature of church leader.....Date.....

Declaration by Parent / Carer

I confirm the above information is correct

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

Print Name.....

This form should be completed in conjunction with the Wokingham Local Authority Common Application Form (CAF), available from School Admissions, telephone 0118 974 6245 or online at www.wokingham.gov.uk/admissions and returned to the school office.

FOR OFFICE USE ONLY

Category

Baptismal Certificate / supporting documentation inspected

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

ST TERESA'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2015/2016

St Teresa's School welcomes and respects each pupil as a child of God, recognises individual capabilities, nurtures potential and celebrates success.

Admission to the school is the responsibility of the Governing Body and not the Local Authority (LA). The school is a partner in the co-ordinated admission arrangements for primary admissions in Wokingham LA and follows their admission timetable.

This policy has been prepared by the Governing Body following consultation with the Diocese of Portsmouth, the relevant Admissions Authorities. Parents are asked to ensure that they read and fully understand the conditions of admission to the school. They are asked to pay particular attention to the over-subscription criteria and to the evidence required with the application.

At St Teresa's we follow the statutory requirement to offer all children a full time school place from the September following their 4th birthday.

Parents may request that their child attends part-time until the child reaches compulsory school age.

Parents may defer their child's admission to the school until later in the school year or until the child reaches compulsory school age 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. A half-term's notice is required, running from the end of a full-term or half-term holiday.

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

From time to time Governors receive requests for children to start school before their due school admission date. Parents should note that such applications will only be considered under very exceptional circumstances, for example family bereavement. The needs of working parents and associated childcare arrangements are not considered exceptional. Enquiries regarding admissions can be made to the Headteacher or LA.

Children who are enrolled in the Pre-School will not transfer automatically to St Teresa's School and parents must make separate application for admission to St Teresa's.

Pre-school enrolment offers no advantage in consideration for a place at St Teresa's, and does not guarantee a place. The school will consider all applications in the light of its Admissions Policy.

Applications for entry to St Teresa's Catholic Primary School in the academic year September 2015 – August 2016 must be included on the LA Common Application Form and must be submitted to the LA to whom the parents pay their council tax; in the case of Wokingham LA the closing date is 15 January 2015. This can be completed online.

Please note that other Local Authorities may have different closing dates.

In addition to the Common Application Form parents/carers are asked to complete a separate Supplementary Information Form (available from the school or the LA). The additional information on this form assists governors in placing applications in the correct over-subscription category. All completed forms should be returned to the LA.

Decisions on which children are to be offered a place will be made by the Governors' Admissions Committee of the school during February 2015 and the LA will be notified by the 16 March 2015. Offers of places will be made by the LA on behalf of the Governing Body on the 16 April 2015. Parents who apply online will also be able to view the results of their application on 16 April 2015.

Applications received after the deadline for receipt will only be considered **after** all those received by the deadline. This means that, if no places are left after considering all the applications received by the deadline, even if an application fulfils a higher criterion than that under which places have been offered to other applicants, it will be unsuccessful.

The number of children to be admitted in 2015/2016 is intended to be 45. The admission number is compatible with the duty to comply with Infant class size legislation. The teaching group size at Key Stage 1 will not exceed 30.

Children with a Statement of Special Educational Need

A pupil with a statement of special educational need, naming the school, will be admitted to the school.

The Governing Body will consider all applications equally, irrespective of ability or need and without reference to the positioning in the ranked list on the application form. In the event of more than 45 applications being received, places will be allocated strictly in the following order of priority:

1. Catholic '*Looked After Children*' or '*Previously Looked After Children*'^{***} (i.e. looked after children subsequently adopted) in the care of a Local Authority.
2. Baptised and practising* Catholic children with a baptised Catholic sibling already in attendance at St Teresa's at the time of entry to the school. (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.)
3. Baptised and practising* Catholic children resident in the parishes of Corpus Christi, Wokingham, Holy Ghost, Crowthorne and the Arborfield Garrison Church.
4. Baptised and practising* Catholic children resident in other parishes.
5. Baptised Catholic children.
6. Non Catholic '*Looked After Children*' or '*Previously Looked After Children*'^{***} in the care of a Local Authority
7. Unbaptised children of baptised Catholic parents (proof of baptism of parent will be required).
8. Other pupils with a sibling in attendance at the school at the time of entry.
9. Children of parents who are practising** members of other Christian churches (churches who are members of "Churches Together in England")

10. Children of parents who are practising** members of other faiths

11. Other children

***Practising in the case of Catholic children (categories 1 - 4) is defined as 'parental attendance at Mass at least twice a month in the twelve months prior to the published closing date for admissions, or the date of application in the case of an in-year application.**

****Practising in the case of other faiths is based on the signed statement of a minister of religion on the Supplementary Information Form that the parent is a member of that Church.**

***** A definition of 'Looked After Children' and 'Previously Looked After Children' is contained in Section 1, paragraph 1.7 and footnotes of the Schools Admissions Code.**

Tie Breaker

Should there be more applicants than places in any of the above categories, priority will be given to children living closest to the school. Distances will be measured in accordance with the definition contained in the Local Authority's Parents' Guide.

In the case of a multiple births' application falling at the cut-off point, if only one sibling is not offered a place within the Admission Number, then they will be admitted as an exceptional circumstance. If more than one sibling from that multiple birth is not offered a place within the Admission Number, the parent/carer will make the decision as to which child or children are admitted.

EVIDENCE REQUIRED WITH APPLICATION

All categories	Proof of residence in the form of a current utility bill
Categories 2,3,4 and 9	Declaration on the Supplementary Information Form from your Parish Priest or the Priest/Minister at the Church you attend, indicating that you have significant involvement with the church on a frequent basis (i.e. at least twice a month in the twelve months prior to the published closing date for admissions, or the date of application in the case of an in-year application)
Categories 2 – 5	Child's baptismal certificate
Category 7	Parent's baptismal certificate

Applications made on the LA's Common Application Form, without submission of a Supplementary Information Form and/or relevant supporting evidence described above, will still be considered by the Governors' Admissions Committee, but under category 11 of the over-subscription criteria. For those children who are not offered a place, a waiting list is maintained by the LA until 31 December 2013; the order of priority on the waiting list is the same as the list of criteria for over-subscription. Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol, take precedence over those on a waiting list. No account is taken of length of time on a waiting list.

Parents of prospective pupils are welcome to visit the school by prior arrangement.

The Admissions Forum for Wokingham LA Schools has agreed arrangements to secure the timely placement of all pupils in schools. All admissions, including St Teresa's, have agreed a protocol for in-year admissions (including children moving into the area). Parents should apply to Wokingham Borough Council or to their home authority if a co-ordinated in-year scheme is in operation. Please refer to the LA's booklet. In-year applications for places at St Teresa's are considered using the same criteria. Applications for a school place outside a child's normal age group are considered on an individual basis.

Appeals

Parents have the right of appeal if an application is rejected. Unless exceptional circumstances apply, only one appeal will be held. Details of the procedure and the appropriate form can be obtained from: The Clerk to the Appeals Panel, Democratic Services Team, Wokingham Borough Council, Shute End, Wokingham RG40 1WQ (Tel: 0118 974 6059).

St Teresa's Pre-school

Admissions Policy

- The Pre-School is open to children, aged from the term after they turn 3 years old to 4 years old until a child reaches statutory school age.
- Children will be welcomed from all social, cultural and religious backgrounds.
- The Admissions Policy is implemented each term, one term in advance of the anticipated start date.

Admission to St Teresa's School

Children who are enrolled in the Pre-School will not transfer automatically to St Teresa's School and parents must make separate application for admission to St Teresa's.

Pre-school enrolment offers no advantage in consideration for a place at St Teresa's, and does not guarantee a place. The school will consider all applications in the light of its Admissions Policy.

Children with a statement of special educational need

A pupil with a statement of special education need, naming the school, will be admitted to the Pre-School.

Applications will be considered in the following order of priority:

1. Catholic '*Looked after Children*' or '*Previously Looked After Children*'*** in the care of a Local Authority .
2. Baptised and practising* Catholic children with a baptised Catholic sibling already in attendance at St Teresa's Catholic Primary School at the time of entry to the school. (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.)
3. Baptised and practising* Catholic children from the parishes of Corpus Christi Wokingham/Holy Ghost Crowthorne and the Arborfield Garrison Church.
4. Baptised and practising* Catholic children from other parishes.
5. Baptised Catholic children.
6. Non Catholic '*Looked after Children*' or '*Previously Looked After Children*' *** in the care of a Local Authority.
7. Unbaptised children of baptised Catholic parents (proof of baptism of parent will be required).
8. Other pupils with a sibling in attendance at the school at the time of entry.
9. Children of parents who are practising** members of other Christian churches (churches who are members of "Churches Together In England")

10. Children of parents who are practising** members of other faiths

11. Other children

*Practising in the case of Catholic children (categories 1 - 4) is defined as 'parental attendance at Mass at least twice a month in the twelve months prior to the published closing date for admissions, or the date of application in the case of an in-year application.

**Practising in the case of other faiths is based on the signed statement of a minister of religion on the Supplementary Information Form that the parent is a member of that Church.

*** A definition of 'Looked After Children' and 'Previously Looked After Children' is contained in Section 1, paragraph 1.7 and footnotes of the Schools Admissions Code.

Tie Breaker

Should there be more applicants than places in any of the above categories, priority will be given to children living closest. Distances will be measured radially, as a straight line between the Land Property Gazetteer address points for the respective home address and school.



Headteacher: Mrs L Adams

SUPPLEMENTARY INFORMATION FORM FOR 2015/16

Child's Name:			
Date of Birth:			
Name of Parent or Guardian:			
Address:			
	Postcode:		
Home Tel No:	Mobile Tel No:		
Email:			
Name(s) of sibling(s) who will still be in attendance at St Teresa's on the date of admission			
Please read the criteria on the reverse of this form and indicate the highest category (lowest number) applicable to your child, under which your application will be considered.			
<p>If you are applying for categories 1,2, 3, 4, 9 or 10 please complete the following section of the form, to be counter-signed by the parish priest (or minister) at the church you regularly attend. Please tick one box below:</p> <p><input type="checkbox"/> I am the parent/carer of the child named above, who is a practising Catholic. In the case of Catholics, practising is defined as 'parental attendance at Mass at least twice a month in the twelve months prior to the published closing date for admissions, or the date of application in the case of an in-year application'.</p> <p><input type="checkbox"/> I am the parent/carer of the child named above, and we are practising members of another Christian or other faith. Practising in the case of other faiths is based on the signed statement of a minister of religion below that the parent is a member of that Church.</p>			
Signature of parent/carer			Date:
Signature of parish priest (or minister): <i>I confirm that the applicant is known to me and that to the best of my knowledge the above statement is true.</i>			Date:
Name of minister, church and location if not Corpus Christi Parish, Wokingham			

For categories 1-4, the above declaration and counter-signature are required. Additionally, for categories 2-5 the child's baptismal certificate must be submitted with application, and for category 7 the parent's baptismal certificate is to be submitted.



Easthampstead Road • Wokingham • Berkshire • RG40 2EB
 Telephone: 0118 978 4310 • Facsimile: 0118 977 0032
 E-mail: admin@st-teresas.wokingham.sch.uk • Website: www.st-teresas.wokingham.sch.uk

Fund Aided School in the Catholic Diocese of Portsmouth



Healthy Schools
WOKINGHAM

GOVERNORS WILL CONSIDER ALL APPLICATIONS IN ACCORDANCE WITH THE OVER-SUBSCRIPTION CRITERIA LISTED BELOW

Children with a Statement of Special Educational Need

A pupil with a statement of Special Educational Need, naming the school, will be admitted to the school.

Applications will subsequently be considered in the following order of priority:

1. Catholic '*Looked After Children*' or '*Previously Looked After Children*'*** (i.e. looked after children subsequently adopted) in the care of a Local Authority.
2. Baptised and practising* Catholic children with a baptised Catholic sibling already in attendance at St Teresa's at the time of entry to the school. (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.)
3. Baptised and practising* Catholic children resident in the parishes of Corpus Christi, Wokingham, Holy Ghost, Crowthorne and the Arborfield Garrison Church.
4. Baptised and practising* Catholic children resident in other parishes.
5. Baptised Catholic children.
6. Non Catholic '*Looked After Children*' or '*Previously Looked After Children*' *** in the care of a Local Authority
7. Unbaptised children of baptised Catholic parents (proof of baptism of parent will be required).
8. Other pupils with a sibling in attendance at the school at the time of entry.
9. Children of parents who are practising** members of other Christian churches (churches who are members of "Churches Together in England")
10. Children of parents who are practising** members of other faiths
11. Other children

***Practising in the case of Catholic children (categories 1 - 4) is defined as 'parental attendance at Mass at least twice a month in the twelve months prior to the published closing date for admissions, or the date of application in the case of an in-year application.**

****Practising in the case of other faiths is based on the signed statement of a minister of religion on the Supplementary Information Form that the parent is a member of that Church.**

***** A definition of '*Looked After Children*' and '*Previously Looked After Children*' is contained in Section 1, paragraph 1.7 and footnotes of the Schools Admissions Code.**