

TITLE School Admission Arrangements 2015/2016 – Outcome of Consultation

FOR CONSIDERATION BY Schools Admissions Forum on 11 March 2014

REPORT PREPARED BY Sue Riddick, Lead Admissions Officer

SUMMARY

The school admission arrangements address the local authority's statutory duty to ensure that all school places for maintained schools and Academies (excluding special schools) are allocated and offered in an open and fair way and comply with the School Admissions Code and relevant regulations and legislation and support the council's key priorities.

RECOMMENDATIONS

That the Forum considers the outcome of consultation on proposed 2015/2016 admission arrangements for community and controlled schools and coordinated admissions schemes for the relevant area.

That the Forum offers any advice to the local authority on its final proposals in the light of that consultation.

SUPPORTING INFORMATION

The coordinated scheme applies to all admissions (F2 - reception; year 3 infant to junior transfer and year 7 primary to secondary transfer) to maintained schools within the Borough together with upper and middle school transfers, and includes the admission arrangements for community and voluntary controlled schools. These matters are reviewed and determined annually, following consultation. Policies are also proposed for 6th form and F1 – nursery, for completeness.

Proposed changes from the previous year's admission arrangements are summarised in the Analysis of Issues document, attached.

In addition there is a proposed coordinated scheme for In-Year Admissions. This Scheme would apply to all community and voluntary controlled schools. The participation of voluntary aided schools, free schools and Academies is subject to agreement by the individual trust/governing body, as coordination of in-year admissions is no longer mandatory. For information, all own admission authority schools are currently participating in the locally agreed in-year scheme.

List of Background Papers

Reference is made to paperwork supplied with School Admission Forum Agenda – 2
December 2013
School Admissions Code and regulations

Held by	Sue Riddick	Service	Children's Services
Telephone No	974 6134	Email	sue.riddick@wokingham.gov.uk
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Wokingham Borough Council's proposed admission arrangements for 2015/2016

Analysis of Issues

Background

Under the Education and Skills Act 2008 (as amended) and the statutory School Admissions Code, admission authorities must consult annually on their admission arrangements (or at least every seven years where no changes are proposed). The Council is responsible for setting the admission arrangements for community and voluntary controlled schools. Individual governing bodies are responsible for setting the admission arrangements for the nine voluntary aided schools and six academy/free schools in the Borough. Wokingham consulted between December 11, 2013 and February 6, 2014.

Local authorities must also agree co-ordinated schemes for school admissions in their area. These provide that parents can apply to their home authority for admission to any state-funded schools, including schools in other authorities, and receive a single offer of a place. This applies to the main admission rounds for entry to primary; transfer from infant to junior, and transfer from primary to secondary education. Applications are also co-ordinated for middle and upper schools within the primary and secondary co-ordinated schemes. In addition the Council operates a co-ordinated scheme for in-year applications for school places within its area. This scheme is no longer a statutory requirement. It applies to all community and voluntary controlled schools, and to those voluntary aided and academy/free schools which agree to participate in the scheme. Currently all own admission authority schools in the borough are included within the in-year co-ordinated scheme. The value of the in-year co-ordinated scheme is that it ensures that children who arrive in the borough or whose parents wish to change school mid-year are swiftly allocated school places, where possible in line with parental preference. It further ensures that multiple place offers are not held for one child, so maximising the potential supply of places for all children. Without the in-year co-ordinated scheme alternative arrangements would be required to monitor outcomes and to consider applications for places at those schools for which either the Council is the Admissions Authority or where the Council administers admissions on behalf of the school.

Admission arrangements for each school year must be decided by April 15 in the previous year. Once decided, there is a statutory duty to administer admissions strictly in accordance with the determined arrangements, without variation except in prescribed circumstances to meet a change in school organisation; a change in law, or to comply with a decision by the Office of the Schools Adjudicator.

Consultation

The consultation commenced on December 11, 2013 and concluded on February 6, 2014. It was notified via press release, website, social media, via schools and early year's settings with requests to notify parents and to other identified parties in the relevant area providing suggested wording. Periodic reminders were also issued via social media and through the Education News (issued to schools).

Proposed arrangements vary little from those agreed for the 2014/15 year. In particular there are no proposals to make changes to the priority given to siblings through criteria D and F in the oversubscription criteria for primary school. The Council will continue to review outcomes for siblings in the light of the impact of the new schools and additional places created through the Primary School Provision Strategy, agreed by Executive on 18 December 2012.

Five responses were received in total by the deadline; four from parents and one from a nursery Headteacher. Four supported the proposed amendments and one disagreed with the oversubscription criteria. A further response was received from a parent after the deadline which also supported the amendments.

Comments were as follows:

Comment relating to the oversubscription criteria: "Revision of criterion B needs greater clarity and more simplified wording and examples of what a "medical need" includes, e.g. specific language impairment. I know that parents do not apply under this category as they do not realise that their child's need is a "medical condition". Category F should supersede Category E – this would cause less disruption to families."

Officer response: Criterion B has been modified from the arrangements published for consultation. Further examples of what is not normally included could be included in the Parent's Guide, including potentially specific language impairment, but it is difficult to give specific examples of what a "medical" or "social need" may include as in every case this can be different and it is the presentation of the evidence supplied from a professional that will determine if this criterion is accepted by panel or not. The positioning of Category F was considered for the 2014/15 admission round with a lack of consensus that this should be changed. The Annual Report of the Office of the School's Adjudicator this year highlighted that this is an issue but that admission authorities have a duty to also consider the needs of local children especially first-born or only children.

Comment relating to the proposed arrangements specifically the F1 policy "the deadline date for F1 admissions in September gives settings no time to allocate places. We would suggest that applications need to be made by the end of February. Giving equal consideration to those parents applying for less than 15 hours financially penalises settings, for which there is no compensation. Deferral of an F1 place for term will again financially penalise a setting, for which there is no compensation.

Officer response: Headteachers in schools with nurseries have been asked for their views on the suggested date and have supported the change and we have sought clarification from Early Year's colleagues on the legalities of prohibiting parents for applying for less than 15 hours and deferral. The following response was received from Jenny Roberts, Team Leader, Early Years Childcare and Play:

"Under the terms and conditions of the free entitlement it states that if a parent wants to take less than the 15 hours of free entitlement or wish to take the 15 hours in 2 settings they may do so. Some parents choose to take fewer hours initially and build up to the 15

hours. The setting is free to use the remaining hours to sell onto other parents who wish to take more than the 15 hours. I therefore feel that this statement should remain.

However the deferring of a place and the place being held open for an eligible child until the next term can be omitted.

However this should not prevent children who turn 3 in the Spring term for example not being offered a place in the summer if there is space. There should not be one term entry for nursery classes.”

It is therefore proposed, as a result of the consultation, to amend the F1 policy by the removal of the section on deferment and amending the deadline for applications for the autumn term to 28 February (or next working day).

Proposed changes

The following changes are proposed from the previous 2015/2016 arrangements:

OVERSUBSCRIPTION CRITERIA

1. Criterion B – serious medical, physical, psychological or social needs as grounds for admission (primary and secondary school admissions)

B Children who have medical, physical, psychological, or social needs as the grounds for their admission to a particular school. This must be supported by written evidence, relating specifically to the school you are applying to under this criterion, 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.²

² When submitting applications under category 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 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.

It is proposed to revise the wording used for this criterion together with the note to provide greater emphasis and clarity. There is no substantive change as social need was included in the last consultation. The revised wording is proposed below and includes a minor change to the wording following consultation recommended by officers (highlighted in bold) to be as inclusive as possible to the family situation.

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B Children who have exceptional medical or social needs as the grounds for their

admission to a particular school. (See note 2)

Note 2

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

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

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

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

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

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

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

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

It is proposed to remove this section of note 3 which applied to the criteria – siblings living in the designated area and children living in the designated area as this has now time expired (this was not subject to consultation as it is no longer applies). Note 3 relating to Coombes/Farley Hill still applies as follows:

Note 3

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

4. Criterion D and F siblings inside and outside designated area

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

⁴ In the case of linked infant and junior schools, the application will be treated as meeting criteria D or F if the child's sibling will be at either of the two schools at the time the child would enter the school. Siblings attending a school nursery cannot be considered. At the initial allocation, when a parent is applying for a Reception place at an infant school that has both a feeder and a sibling link to a Junior school and that child has a sibling currently attending Year 2 of the Infant school but who will have left by the time the younger child starts, the Reception applicant will be considered under the sibling criterion as part of the initial allocation. This is because, due to the feeder link, they will be expected to still have a sibling at the linked junior school at the time of admission.

⁵ Occasionally a parent with more than one child can express a preference for their designated area school for the older child, but the local authority is unable to

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

It is proposed to revise the wording used for these criteria to provide greater clarity and to amend the definition of sibling in line with an adjudication made by the Office of the Schools Adjudicator. A clarification has also been proposed by officers after the consultation period to note 5 to reflect that parents may now live in more than one schools' designated area (change highlighted in bold). The revised wording is proposed below:

- D Children whose permanent home address is **inside** the schools' designated area and who has a sibling at the school; who is expected to be attending the school when the child will enter the school. (See notes 3, 4 and 5)
- F Children whose permanent home address is **outside** the schools' designated area and who has a sibling at the school; who is expected to be attending the school when the child will enter the school. (See notes 4 and 5)

Note 4

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

Siblings attending a school nursery cannot be considered under this criterion.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

In the case of linked infant and junior schools, the application will be treated as meeting criteria D or F if the child's sibling is expected to be at either of the two schools at the time the child would enter the school. At the initial allocation, when a parent is applying for a Reception place at an infant school that has both a feeder and a sibling link to a junior school and that child has a sibling currently attending Year 2 of the infant school but who will have left by the time the younger child starts, the Reception applicant will be considered under the sibling criterion as part of the initial allocation. This is because, due to the feeder link, they will be expected to still have a sibling at the linked junior school at the time of admission.

Note 5

Occasionally a parent with more than one child can express a preference for their designated area school(s) 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 inside the 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.

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

It is proposed to remove this criterion and all other references to The Forest School as there are no community schools requiring this criterion. Also removed are the specific tiebreaker and sibling protection which applied to this school. (This was not subject to consultation as it no longer applies).

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

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

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

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

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

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

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

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

As new schools come on-stream in the borough; it is proposed to include arrangements on how such schools can be included in the co-ordinated schemes when there is initial approval to open, if they wish to do so. There is no requirement for their inclusion as admissions can be handled by the proposers in the first year, but are required to be part of the co-ordinated scheme in subsequent years. This follows guidance issued by the Department for Education. The proposed wording is below with amendments to the original consultation wording in bold to make it more generic and applicable to not only the primary phase but also to the secondary phase:

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

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

Parents must apply to Wokingham Borough Council, by including the schools as a preference on the application form as part of the co-ordinated admissions scheme. The application must be returned, or submitted online, to Wokingham Borough Council by the **national closing dates: January 15 (primary) or October 31 (secondary)**. Parents living in the Wokingham borough applying online will be able to select the schools from the list of names. It will not be possible to select the school by the school number as this is only issued after the signing of the Funding Agreement.

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

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

When final approval to open has been given by the Secretary of State for Education made by the issuing of the Funding Agreement prior to **March 24, 2015 (primary) or January 30, 2015 (secondary)**; offers for the schools will be made by Wokingham Borough Council on behalf of the academy trust board of each school on national offer day and parents will be asked to confirm acceptance **within 14 days**.

If the Funding Agreement is not signed by the above date, the application for any proposed school will then be considered outside the co-ordinated admissions scheme. Preferences expressed for the proposed new schools will not impact on the application to existing schools as part of the application process, other than by using a preference. Parents will receive an offer of an existing established school on the national offer day, taking into account the other school preferences listed on the application form, and parents will be notified separately regarding their application for proposed new schools on the same date. As a result, parents may receive at least two school place offers and parents will be asked to accept or decline the offer for the existing established school place **within 14 days**. Letters will also be written by Wokingham Borough Council on behalf of the schools to those parents who applied living outside the borough.

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

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

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

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

The Forest School, now an Academy, has recently concluded its consultation on the proposal to introduce a new relevant year (year 10 – 20 places) which would require co-ordination by the local authority. The previous wording specifically related to applying for schools outside the borough. It is therefore proposed to amend this to read as follows:

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

These arrangements will be managed centrally by Children’s Services. A separate application form will be available for parents wishing to apply for a place for schools which have a separate admissions number in year 9 or year 10. Applications will be accepted in the same way as for the normal secondary admissions round and co-ordination will be held with other local authorities where preferences are expressed for schools in their area. Wokingham Borough Council will inform parents, living in the borough, of the outcome of their application.”

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

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

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

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

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

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

Waiting lists

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

Positions on waiting lists may go up or down due to pupil withdrawals or new or

revised applications received; therefore waiting lists will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list
- When a child's changed circumstances will affect their priority
- When parents respond to periodic requests to see if they wish to remain on the waiting list
- At the end of a school year; should there be a change in the determined oversubscription criteria

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

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

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

10. ADMISSION NUMBERS

The new School Admissions Code no longer requires consultation on increase to school admission numbers and comments are not invited on these proposals as part of this consultation. However, for information, the Council has adopted a Primary School Strategy setting out its aims to increase school places during the period 2013-2016, either by expanding existing schools or by commissioning new schools. Further information about individual proposals, with opportunity to comment on them, will be available through separate consultation processes.

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

11. DESIGNATED AREAS

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

12. CO-ORDINATED SCHEMES

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

Key dates

PROPOSED TIMETABLE CO-ORDINATED ADMISSION SCHEMES 2015/16	
Date	Action
July 8, 2014	Maintained schools to provide school information to enable composite prospectus to be compiled
By September 12, 2014	Application packs for secondary transfer to be distributed via primary schools and on request
By September 12, 2014	Composite prospectus published on council's website
September 12, 2014	Online admissions open for applications for transfer to secondary school
October 31, 2014	National closing date for secondary transfer applications
November 25, 2014	Secondary transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration
November 2014	Application packs to be posted for entry to primary to parents who are either attending Wokingham borough early years' settings or who have registered with the school admissions team or who are transferring to junior school to be distributed via infant schools or on request,
November 12, 2014	Online admissions open for applications for entry to primary and transfer to junior school
January 15, 2015	National closing date for entry to primary and transfer to junior school applications and for evidence to be provided to meet Wokingham Borough Council criteria for those transferring to secondary school; transferring to junior school; or starting school (entry to primary)
January 15, 2015	Ranked lists to be submitted to the local authority by own admission authority schools for secondary transfer
February 10, 2015	Entry to primary and junior transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration
February 16,	SEN Team to inform parents of pupils transferring to

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

13. In-Year Co-ordinated Scheme

The School Admissions Code no longer requires in-year applications to be co-ordinated.

The Council is proposing to continue to maintain a local co-ordinated in-year scheme for community and voluntary controlled schools and for this to include own admission authority schools where there is agreement to do so. This will be similar to the 2014/2015 scheme with two exceptions; the timeline for applications to be processed is extended from 15 to 20 school days to allow for appropriate consideration under the Fair Access Protocol for some applications and parents may apply direct to Wokingham Borough Council regardless of whether the home authority is co-ordinating.

It is also proposed to provide greater clarity to parents regarding the process for appealing for a subsequent year group. This follows a recent complaint that the arrangements are not clear in this respect.

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

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

7 Foundation Stage One

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

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

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

In response to the consultation; it is proposed to remove the section on deferment and to amend the timetable to read as follows:

Parents should apply direct to their chosen setting by:

- 31 May (or nearest working day) for admission in the following January – notification first week of July
- 31 October (or nearest working day) for admission in the following April – notification first week of December
- 28 February (or nearest working day) for admission in the following September – notification first week of April (or nearest school day if it falls in spring holidays)

Changes proposed to criteria and schemes above will also be applied to the F1 and sixth form policies if applicable.

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



**WOKINGHAM
BOROUGH COUNCIL**

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

2015/2016

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

F1 ADMISSIONS POLICY – 2015/2016

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

General

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

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

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

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

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

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

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

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

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

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

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

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

Admission Number

An admission number is set taking into consideration the staffing levels and physical limitation of the space available at the early years setting. The admission number will be set by the local authority as follows, and can only be varied by the local authority and is published on an annual basis.

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

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

Applications

Parents should apply direct to their chosen setting by:

- 31 May (or nearest working day) for admission in the following January – notification first week of July
- 31 October (or nearest working day) for admission in the following April – notification first week of December
- 28 February (or nearest working day) for admission in the following September – notification first week of April (or nearest school day if it falls in spring holidays)

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

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

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

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

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

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

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

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

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

Allocation of places (oversubscription criteria)

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

- A** Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order' (previous looked-after children) (see note 2)
- B** Children known by the local authority to have identified additional needs and whose needs can be best met at the preferred setting – applications made under this criterion would need to be supported by supporting evidence from an appropriate professional e.g. medical practitioner
- C** Children who are attending the school nursery or foundation stage unit or who attend the linked day care setting – The Pastures – for The Ambleside Centre under the free entitlement for two year olds
- D** Children whose permanent home address is **inside** the designated area for the linked school (or RG5 post code area for The Ambleside Centre) and who

has a sibling who is expected to be at either the linked school or the setting when the child will enter the setting (see notes 3 and 4)

- E Children whose permanent home address is in the designated area for the linked school or in the RG5 post code area for The Ambleside Centre (see note 4)
- F Children whose permanent home address is **outside** the designated area for the linked school (or RG5 post code area for The Ambleside Centre) and who has a sibling who is expected to be at the linked school or the setting when the child will enter the setting (see notes 3 and 4)
- G Any other children

Notes on the above oversubscription criteria:

Note 1

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

Note 2

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), which came into force in December 2005. It does not apply to children who left care prior to this date or to children in care from outside England and Wales. 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 3

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

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

Linked Settings and Schools (for the purposes of Criteria C to E – note 3)		
Type of Setting	Infant / Primary linked school	Junior linked school
Nursery/foundation class	Bearwood Primary	
Nursery/foundation class	Coombes CE Primary (The)	
Nursery/foundation class	Gorse Ride Infant	Gorse Ride Junior
Nursery/foundation class	Highwood Primary	
Nursery/foundation class	Hillside Primary	
Foundation Stage Unit	Loddon Primary	
Nursery/foundation class	Radstock Primary	
Nursery/foundation class	Shinfield Infant & Nursery	Shinfield St Mary's CE Aided Junior
Nursery/foundation class	South Lake Primary	
Foundation Stage Unit	Walter Infant	St Paul's CE Junior

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

Note 4

Occasionally a parent with more than one child can express a preference for their designated area school(s) 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 D (sibling resident within designated area). Parents must notify the nursery or foundation stage unit at the time of application that they consider this exception applies.

Tie Breaker

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred linked school in terms of radial distance. Distances will be measured consistently, using the local authority computerised mapping system and the distance will be measured as a straight line between the Local Land & Property Gazetteer address points for the respective home address and linked school or for applications to The Ambleside Centre, the centre's address point will be used.

Waiting Lists

A waiting list will be held of unsuccessful applicants in case spaces become available during the year. Waiting lists are constructed according to the oversubscription criteria outlined above and based on radial distance within each criterion. Late or in-year applications will be added to the waiting list in accordance with oversubscription criteria. No account is taken of the time spent on the waiting list. Parents will be asked periodically whether they wish to remain on the list. The waiting list will be retained until the end of F1.

Late Applications

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

Applications received after the normal admissions round

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

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

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

Accepting or declining the offer of a place

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

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

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

Offers of entitlement hours

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

Charges

No charge will be made for admission, nor will any refundable deposit or administration fees be charged to secure a place. Charges may be made for additional childcare sessions over and above the full free entitlement, where parents

choose to purchase these. The rates which providers charge for these privately funded hours should be in line with the rate at which free entitlement sessions are funded. Lunchtime or breakfast sessions may in addition include the cost of providing a meal or alternatively parents providing a packed lunch.

Exceeding capacity and appeals against non-admission

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

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

Admission to the School

ATTENDANCE AT A NURSERY/FOUNDATION CLASS OR FOUNDATION STAGE UNIT AT A LINKED SCHOOL DOES NOT GUARANTEE ADMISSION TO FOUNDATION 2 RISING FIVE (RECEPTION) AT THE SCHOOL
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A separate application for admission to Foundation 2 Rising Five (Reception) will have to be made in accordance with the local authority co-ordinated admissions scheme. No account is taken of whether a child has attended the nursery or not.

Glossary

Maintained Nursery School	Defined by the Education Acts 1996 and 2002. A school which is maintained by the local authority for pupils aged between three and five, and which is not a special school.
Nursery/Foundation Class	Class in any school comprising children who have their fourth birthday during the school year and any other children with whom it is appropriate to educate them. This is usually the year before children attend a reception class (F2).
Foundation Stage Unit	Integrated provision provided by a maintained school which takes part-time F1 (nursery) children allocated by the school as well as part or full-time F2 (Rising Five) places allocated by local authority and they will learn together as one unit. A child in F1 still receives a part-time free entitlement place of 15 hours.
Partnership Foundation Unit	Where a voluntary early year's provider and a maintained school work together to provide integrated provision as a Foundation Stage Unit.
Early years setting	A generic term for providers of Early Years Foundation Stage care and learning
PVI	Private, voluntary or independent provider of early years care and learning e.g. day nursery, pre-school or independent school
Published Admission Number	The number of places that the admission authority must offer in each relevant age group of a setting for which it is admission authority.
Oversubscription	Where a setting has a higher number of applicants than the setting's published admission number each year
Designated Area	A geographical area, from which children may be given priority for admission to a setting
Application Deadline	Date by which applications must be received for initial consideration for a place
Late Application	Application received between the application deadline and the date agreed for communication of offer of places
In-year Application	Application received after the date agreed for communication of offer of places
Waiting List	A list of children held and maintained by the admission authority when the setting has allocated all its places, on which children are ranked in priority order against the published oversubscription criteria
Home Address	Where the child spends the majority of the whole school week (Sunday night 1800hrs to Friday 0900hrs) including nights, or of the relevant part of the school week.
Looked after child	A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989). Previous 'looked after children' include those children under the terms of the Adoption and Children Act 2002 (section 46 relating to adoption orders), Children Act 1989, section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live and section 14A which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Parent	A parent is defined as all natural parents. Any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.
Sibling	A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, adopted or foster children living at the same address.

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

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

1. Entitlement to early learning and care

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

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

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

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

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

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

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

2. Inclusion

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

such as dressing, feeding or toilet training or additional needs such as emotional or behavioural difficulties.

3. Background

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

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

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

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

4. Applying for first admission to school

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

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

5. After allocation

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

6. Consultation

The policy and guidance will be reviewed if changes are proposed and will be part of any consultation on the admission arrangements for community and voluntary controlled primary schools.

7. Start dates

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

8. Use of personal data

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

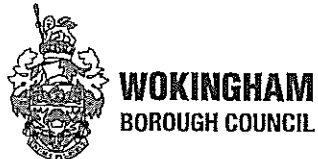
The early year's setting/school reserves the right to verify the information given on the application form. Any offer of a place will be on the basis that the information supplied is accurate and up to date.

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

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

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

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



WOKINGHAM BOROUGH COUNCIL - CHILDREN'S SERVICES

APPLICATION FOR A FOUNDATION ONE (F1) PLACE

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

Name of Setting:

Child's name in full:.....

Child's date of birth:.....

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

Child's permanent home address:.....

.....

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

Name of Parent/Carer: Title Initials..... Surname.....

Relationship to Child Home Telephone

Alternative Work or Mobile contact numbers

Email.....

Your address if different to that of your child:

.....

..... Post Code

Is your child resident at more than one address? **YES / NO**
If yes, what percentage of time does the child spend at the declared home address?%

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

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

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

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

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

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

Name(s).....

Date(s) of Birth.....

Setting/School

Declaration:

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

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

SETTING USE ONLY
 Birth Certificate seen by:
 Date:

INFORMATION FOR PARENTS

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

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

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

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

Signed: _____ (Parent/Carer) Date: _____

YOUR CHILD'S ENTITLEMENT TO FREE EARLY LEARNING AND CARE

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

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

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

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

Wokingham Early Years & Childcare Team
Children's Services,
Wescott Annexe,
Wescott Road,
Wokingham
RG40 2ER.

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

Reasons:

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

_____enter other provider name)

Parent/carer: _____ Date: _____

Headteacher or Foundation Stage Co-ordinator: _____