

TITLE **Admission arrangements for Voluntary Aided Schools and Academies for 2016/17**

FOR CONSIDERATION BY School Admissions Forum on 10 February 2015

REPORT PREPARED BY Sue Riddick, School Admissions Lead Officer

SUMMARY

This report informs the Forum of consultations issued by the admissions authorities for voluntary aided schools and Academies where known

RECOMMENDATIONS

That the Forum considers the arrangements and whether it wishes to respond to these consultations.

SUPPORTING INFORMATION

Consultations on the proposed admission arrangements for 2016/2017 are attached for the following schools/academies:

The Forest School (updated from the last meeting). Consultation started on 10 December 2014 and closes on 3 February 2015 and includes:

1. Updating the definition of 'previously looked after children' and adding in a closure date for supporting documentation relating to criterion A.
2. Altering and updating the definition of medical and social needs in criterion B.
3. Updating the definition of a sibling by adding in the words 'at the time of application'.
4. Modification to the layout of the policy (not content) and removing duplication to make it easier for parents/guardians to read.

Maiden Erlegh School – consultation stated on 19 December 2014 and closes on 20 February 2015 and includes:

1. Proposals to include an additional oversubscription criterion to give priority to children of staff in the school to be listed as criterion
2. To set an external admission number for the sixth form of 30.

The Piggott School – consultation started on 19 December 2014 and closes on 13 February 2015 and includes:

1. Removal of siblings who attended the school in the past for one year
2. Updating Criterion A

3. Modification to the layout of the policy

St Teresa's Catholic Primary School – consultation started on 19 December 2014 and closes on 13 February 2015 and includes:

1. Changes to the definition of practising

The following schools are not consulting on any changes and would be expected to determine their arrangements making amendments only as required by the new School Admissions Code or to update dates or processes and forward to the local authority before 1 May 2015:

All Saint's CE Aided Primary School

Earley St Peter's CE Aided Primary School

Evendons Primary School

Finchampstead CE Aided Primary School

Grazeley Parochial CE Aided Primary School

Sonning CE Aided Primary School

Shinfield St Mary's CE Aided Junior School

St Dominic Savio Catholic Primary School - determined

St Sebastian's CE Aided Primary School - determined

Wheatfield Primary School

Windmill Primary School

The Holt School

Oakbank School

List of Background Papers

School Admissions Code and School Admissions Appeals Codes and relevant regulations

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THE FOREST SCHOOL ACADEMY TRUST

ADMISSIONS POLICY

Responsibility: Admissions Committee

April 2014	Policy created
December 2014	Policy updated to reflect the 2016/17 admissions consultation changes.

The Forest School Admissions Policy and Arrangements for the Academic Year 2016/17

The Forest School is an 11–18 boys comprehensive Academy which admits girls to the Sixth Form. This document details the policy to be followed for admissions to The Forest School. Please note that living in or moving to the designated area of the school cannot guarantee a place at the school.

Year 7 Entry

The admissions number for entry in September 2016 is 200. 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 coordinated arrangements made by Wokingham Borough Council. Parents/carers wishing to send their sons to The Forest 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 (please go to <http://www.forest.wokingham.sch.uk/Apply> for more information).

Applications received after the published deadline (October 31 2015) 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 January 15, 2016. In such instances evidence may be required.

Year 10 Entry

The admissions number for year 10 entry from September 2016 will be 20 giving a maximum total number of students in year 10 to 220. Entry specific detail is included for this year group although much remains the same as for other year groups in terms of criteria.

Oversubscription Criteria

Children with a statement of special educational needs or Education, Health and Care Plans (EHC) that names the school in the statement or plan 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 child arrangement 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 exceptional medical 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 at the time of application 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 is expected to 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 at the time of application 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 is expected to be at the school when the child will enter the school*.
- F. Children whose parents have a preference for single sex education.
- G. Any other children.

*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

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).

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.

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 15th, 2016. 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 addresses cannot be used to obtain school places unless:

1. there is evidence is proving a genuine reason for the move e.g. flooding or subsidence.
2. the application is for year 10 from families where the child is a member of Reading FC Academy. A written commitment from Reading FC is required stating 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 temporary accommodation will be provided as near to school as possible, which will be used for allocation purposes for those whose permanent address lies outside the designated area.

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 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 child arrangement 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 15th, 2016. 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 at Wokingham Borough Council.

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.

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.

In Year admissions to Years 7-11

Applications for entry to Year 7 after the end of the routine admissions round (ending on 31st 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 the home Local Authority and will be co-ordinated by Wokingham Borough Council according to published admission arrangements and timescales. See www.wokingham.gov.uk/admissions.

The admission number for year 7 is 200. From year 10 the admission number increases to 220. (See separate note below regarding this Year Group).

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

Out-of-age-groups

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 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.

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.

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

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.

Waiting Lists

Waiting lists will be maintained by the local authority on behalf of the Forest School Academy Trust 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.

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.

Appeals

Students refused a place in any year groups of the school, are entitled to appeal to an independent appeals panel. Appeals against a 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. Information about this process will be given in the decision letter sent by the local authority on behalf of the Academy Trust. The decisions of the appeals panel are binding on the school.

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

Appeals may be made through Wokingham Borough Council: <http://www.wokingham.gov.uk/schools/appeal/> or by writing to: Clerk to the Appeals Panel, Wokingham Borough Council, Shute End, Wokingham, Berkshire, RG40 1WH or emailing: school.appeals@wokingham.gov.uk

Sixth Form Admissions

General

The Forest School has a sixth form and students attending the school are entitled to be considered for entry into the school's sixth form provided they meet the entry criteria for individual courses and that there are sufficient spaces to meet their requirements (see Sixth Form Prospectus). In addition students, both male and female, from outside the school community can apply to join so long as entry requirements laid out in the prospectus are met and there is space on the particular courses of choice.

Administration of sixth form admissions is carried out by the school. Interviews with student or their families will not be held to determine a place; although meetings may be arranged to provide advice on options and entry requirements for particular courses.

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

Course entry criteria for external applicants, both male and female, will be the same as that applied to internal students.

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

Admission Number

No separate admission number applies for admission to The Forest School's sixth form as places will be offered first to year 11 students within the school and then to external candidates provided an appropriate course is available for a suitably qualified student.

Applications

Both parents and prospective students themselves have separate rights to apply for place in the sixth form. Those wishing a place in the school's Sixth Form starting in Year 12 in September 2016 should complete the school's Sixth Form Application form, which will be available from the school at the start of November 2015. Pupils in Year 11 already attending the school will be given a copy of the form (the term 'applicant' is used in the rest of this policy, to mean either parents or prospective students).

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

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

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

Allocation of places (oversubscription criteria)

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.

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

The following criteria will be used to allocate the available places (after existing students have indicated their preference against their entitlement) on those courses that receive more applications meeting the course entry qualifications than can be accommodated, in descending order of priority.

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

Children with a statement of special educational needs or Education, Health and Care Plans that name the school in the statement or plan will be allocated a place above all other applicants and who meet the academic requirements for the course. The admissions authority does not have the right to refuse admission.

- A. Priority will be given to Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order' (previous looked after children). Please see Appendix A for more information about information required to meet this criterion.
- B. Students who have passed at least 5 courses successfully at the following levels; A*-C at GCSE, or level 2 BTEC.

Tie Breaker

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

When families move to the designated area, documentary evidence of the move must be provided e.g. rental agreement or exchange of contracts. Where a family claims to be resident at more than one address, applicants will be required to provide justification and evidence of a family's circumstances (e.g. legal separation). If a student spends part of the week with parents at different addresses, the home address will be where they usually spend the majority of the school week (Sunday 1800hrs to Friday 0900hrs).

Waiting Lists

Waiting lists will not be held for sixth form admissions.

Late Applications

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

Applications received after the normal admissions round

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

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

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

Accepting or declining the offer of a place

Places are offered on the understanding that there is a commitment to meet the academic requirements of the course. Applicants are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the school **within two weeks** from the date of the offer letter. If a form is not received, there will be one further written warning and failure to respond may result in the place being withdrawn.

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

Appeals

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

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

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

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 Forest School) and any relevant professionals asked for their opinion on the case by The Forest 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. In the first instance contact the school on telephone number: 0118 978 1626 or via email: office@forest.wokingham.sch.uk.

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

Email: schooladmissions@wokingham.gov.uk
Telephone: (0118) 974 6143. Fax: (0118) 974 6135
School Admissions Team
Children's Services
Wokingham Borough Council
P O Box 156, Shute End
Wokingham, Berkshire RG40 1WN

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 function (see definition in section 22(1) of the Children Act 1989).

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.

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:

- A. confirmation by the home local authority that the child is looked after or
- B. 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) child arrangement order.
 - (iii) special guardianship order.

All supporting documentation must be received by January 15 2016 for consideration prior to the main allocation of places.

Criterion B

When submitting applications under criterion B (exceptional medical or social needs as grounds for a child's 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 2016 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 2016 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

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.

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.

Catchment

A map of the catchment/designated areas can be found on the school website. For more information about designated areas including postcode checks, please go to: <http://www.wokingham.gov.uk/schools/catchment/>.

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 least 10 miles



19 December 2014 – 20 February 2015

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 2016-17 academic year. The consultation runs from 19 December 2014 to 20 February 2015 and proposes the following:

Proposed changes

1. 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, has a permanent contract to work at the school 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 or the member of staff is recruited to fill a vacant post within a demonstrable skill shortage.

It would sit as the second oversubscription criteria after 'Looked after children'.

A copy of the proposed admission arrangements for 2016-17 is included at Appendix 1.

The proposed oversubscription criteria would be as shown below and they would be applied in order.

1. 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 functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously 'looked after children' are 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) immediately following having been looked after. Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

Under the terms of the Children Act 1989. See 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.

See Section 14A of the Children Act 1989 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 1 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

2. 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, has a permanent contract to work at the school 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 or the member of staff is recruited to fill a vacant post within a demonstrable skill shortage.

Consultation on Admission arrangements to Maiden Erlegh School for 2016-17



19 December 2014 – 20 February 2015

3. 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.
4. Children whose permanent home address is in the designated area of the school.
5. 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.
6. Any other children.

2. Planned admission number (PAN) for external applicants for entry into Year 12

The planned admission number for external applicants into the school sixth form will be 30, but more places may be available subject to the take-up by internal applicants.

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/Admission_Consultation

Comments should reach the school by **Friday 20 February 2015**

**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**

Consultation on Admission arrangements to Maiden Erlegh School for 2016-17

19 December 2014 – 20 February 2015



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 (1) - Looked After Children Yes/No
 - ii. At the end. Yes/No
 - iii. 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 2016.

Responses should be returned to the school by Friday 20 February 2015 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**



Proposed Maiden Erlegh School Admissions arrangements for the academic year 2016/17

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

Year 7 Entry

- The PAN (Published Admission Number) for entry in September 2016 is 278.
- The school uses the Wokingham Borough Council Admissions Service which publicises the school to parents in the same literature as for other Wokingham schools. The school will participate in the co-ordinated arrangements made by Wokingham Borough Council. Parents/carers wishing to send their children to Maiden Erlegh School should submit an application to their home Local Authority and follow the guidance of that Local Authority regarding deadlines for submitting the application. This information will be published in Local Authority admission guides.
- Applications received after the published deadline (31 October 2015) 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 2016. In such instances evidence may be required.
- Children with an Education Health and Care Plan (EHCP), or a statement of special educational needs that names the school in the plan or 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;
 1. Looked after children or children who were looked after;¹
 2. The children of staff at Maiden Erlegh School where that member of staff is the legal parent and guardian of that child, has a permanent contract to work at the school 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 or the member of staff is recruited to fill a vacant post within a demonstrable skill shortage.

¹ A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously 'looked after children' are 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) immediately following having been looked after. Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

Under the terms of the Children Act 1989. See 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.

See Section 14A of the Children Act 1989 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 1 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



3. 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.
4. Children whose permanent home address is in the designated area of the school.
5. 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.
6. Any other children.

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

Tie –breaker

Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. Where this is the case, the following tiebreaker will be applied to decide which of the applicants can be offered places, and the waiting list order. Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to Maiden Erlegh 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 Wokingham Borough Council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

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

Residency Requirements

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



allocation of places, evidence will be required that the parent and child have moved and are living in the new home by **15 January 2016**. If the move takes place later or information is provided later, the school will only be able to treat the new address for waiting list purposes and consider this information after the initial allocation of places has taken place.

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

Accepting or declining the offer of a place

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

Waiting Lists

After 1 March 2016 a 'waiting list' will be administered if the school has more applicants than places available. A child's position on the waiting list is determined by applying the over-subscription criteria as described above. Positions on the waiting list may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on the waiting list. Waiting lists will be maintained until such time as the policy is changed, to fill places that may become available during the school year. Parents will receive periodic requests to see if they wish to remain on the list. Children who are the subject of a direction by the local authority to admit or who are allocated to Maiden Erlegh School in accordance with an in-year fair access protocol will take precedence over those on the waiting list.

In Year admissions to Years 7-11

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

The admission number for each year group is 278.

Parents wishing to apply for a place at the school should obtain from their Local Authority a copy of their common application form. This should be completed and returned to Wokingham Borough Council.

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

If there is no pupil on the waiting list for the year into which the applicant is seeking admission, then the Academy Trust 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 Academy Trust will normally refuse a place unless they are statutorily obliged to admit the applicant or the application is covered by Wokingham Borough Council's Fair Access Protocols.

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



Accepting or declining the offer of a place

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

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

Appeals

Students refused a place in all years groups of the school are entitled to appeal to an independent appeals panel. Anyone wishing to appeal has 20 days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Information about this process will be given in the decision letter sent by the local authority on behalf of the Academy Trust. The decisions of the appeals panel are binding on the school. There is no automatic right to a further appeal for admission within the same academic year unless there is a significant change of circumstances relevant to the application. Please see <http://www.wokingham.gov.uk/schools/schoolappeals/> for more detail.

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 at merit or distinction, and must include a pass at C or above in either English or Maths GCSE. In addition each course has specific entry requirements as detailed in the most recent school Sixth Form prospectus. Students who have achieved the minimum entry requirements through Level 2 BTEC courses are expected to study Level 3 BTEC courses in the sixth form.

Internal students

Maiden Erlegh School welcomes applications from internal students who will have attended Year 11 during the 2015/16 academic year. These students have priority over external students.

External students

Applications from those not attending the school will be also be accepted. The Planned Admission Number will be 30, but more places may be available subject to the take-up by internal applicants. External students will be offered a place on the courses they wish to take, provided there are spaces available and 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 2016 should complete the school's Sixth Form Application form, which will be available from the school in December 2015. This form must be completed and returned by Friday 29 January 2016. Pupils in Year 11 already attending the school will be given a copy of the form.

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

Late applications

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



Criteria for admission

If there are more applicants than places, then places will be allocated to students who fall into the following criteria in order of priority. Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to Maiden Erlegh 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 Wokingham Borough 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.

The Trust is required to admit all students with an Education Health and Care Plan (EHCP) or a statement of special educational needs that names Maiden Erlegh school in the plan or statement and meets the specified academic requirements; these students will be admitted first.

The criteria referred to above are:

1. Pupils already attending the school at the time of application;
2. Looked after children or children who were looked after²;
3. All other applicants meeting the academic requirements.

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

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

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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously 'looked after children' are 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) immediately following having been looked after. Under the terms of the Adoption and Children Act 2002. See Section 46 (adoption orders).

Under the terms of the Children Act 1989. See 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.

See Section 14A of the Children Act 1989 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 1 must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

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



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

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

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

Accepting or declining the offer of a place.

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

Appeals

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

General Contact information for all admissions

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

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

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

Copies of Wokingham Borough Council documents, parent's guides and common application forms are available on its web site: www.wokingham.gov.uk/admissions

They can also be obtained from the School Admissions Team, whose contact details are given below. Any queries about Wokingham's admission arrangements should be addressed to the team.

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

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

THE PIGGOTT CHURCH OF ENGLAND SCHOOL ADMISSIONS ARRANGEMENTS FOR ACADEMIC YEAR 2016-17

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 2012 and after consultation with the authorities of the Oxford Diocese and the relevant local admissions authorities. They conform to the needs of the Wokingham Borough Council's coordinated admissions arrangements 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 school year, Year 7 if they had their eleventh birthday in the previous school year, to Year 8 if they had their twelfth birthday in the previous school 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

At Charvil Piggott, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2011 and 31 August 2012 may apply for them to be admitted to the Reception Year in September 2016. There are 30 places (the published admission number) available. Our policy is not to offer admission in September 2016 to children who were born on or after 1 September 2012.

Parents of a child whose fifth birthday falls between 1 September 2016 and 31 March 2017 may request that their child is not admitted until later in the school year 2016/17 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age.) The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2017 and 31 August 2017, parents who do not wish them to start school in school year 2016-17, but to be admitted in September 2017 for school year 2017-18, should discuss this with the school at an early stage. They may decide not to apply for a Reception place in the school for September 2016, but to apply in the second half of the summer term 2017 for a Year 1 place in September 2017. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2016-17 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2017) for a Reception Year place in September 2017, but would need to provide strong supporting reasons for seeking a place outside the normal year group.

Until the child reaches compulsory school age, parents may also request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the head teacher.

Parents wishing to apply for the Reception [Foundation] Year in September 2016 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2016. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 16 April 2016.

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.

OVER – SUBSCRIPTION CRITERIA

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 (or Educational Health Care Plan – EHC), which names 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 **All looked after children or children who were previously looked after:**
By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or 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. (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 a 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 (in all year groups) 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 Wokingham Borough Council. 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 school 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 Year 7 place in September 2016 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 31 October 2015. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 1 March 2016.

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 to Reception or Year 7 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 with a statement or EHC plan then 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 (or Educational Health and Care Plan – EHC), which names 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 2016-17 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 of 203.

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 school 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.

Children admitted under the Wokingham Fair Access Protocol will take priority over children on the Waiting List.

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 Point Score being achieved at GCSE on their **best 8 GCSEs**, together with individual subject requirements.

A*	A	B	C	D	E	F	G
8	7	6	5	4	3	2	1

A level Pathway (level 3)

- Students have the opportunity to study up to 4 A levels throughout the sixth form, with a minimum of 3 A levels as a requirement.
- A student wishing to take 3 A levels must achieve a best 8 point score at GCSE of 43 points or more.
- Students wishing to pursue 4 A levels must achieve a best 8 GCSE point score of 50 points or more.
- The minimum GCSE grade for English Language and Mathematics is a C grade. This grade requirement could be higher, depending on the subject choice.
- Each subject has specific entry requirements based on particular GCSE grades and these also need to be achieved to access the course. Details of such requirements are to be found on the school's website.

Vocational Pathway (level 3)

- A student wishing to take the Vocational option must achieve a best 8 point score at GCSE of 38 points or more.
- Students are required to take the equivalent of 3 Vocational subjects throughout the sixth form.
- 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 Language 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 if they have not achieved a C grade in either subject at GCSE.
- It is also possible to do 2 Vocational courses and 1 A level course. Entry requirements for each subject will still need to be achieved.

VRQ Pathway (level 3)

- A student wishing to take the VRQ pathway must achieve a best 8 point score at GCSE of 34 points or more.
- The minimum GCSE grade for English and Mathematics is a D grade. You will continue to study GCSE English Language or Mathematics until you achieve GCSE C grade in both of these subjects.
- You will also study Level 3 Btec Sport.
- Each student must demonstrate an aptitude for coaching.

Vocational Pathway (level 2)

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

- A student wishing to take the level 2 Vocational option must achieve a best 8 point score at GCSE of 34 points or more.

- The minimum GCSE grade for English Language is a D grade and for Mathematics is an E grade.
- Level 2 courses in English, Mathematics and Workskills, will form the core of this course.
- A choice of three further vocational subjects equating to six GCSEs are 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 pathway and courses. Applications from those not attending the school will also be accepted. 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 2016 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 2015. 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.

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 and have satisfied the entrance requirements above. 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 (Education, Health and Care Plan) 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

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

SIBLINGS

By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

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 for all applicants.

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.

DESIGNATED AREA

A map of the school's designated area is available in the Wokingham Borough Council Admissions Guides for both primary and secondary admissions.

PERMANENT HOME ADDRESS

By permanent home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

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

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

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

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

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

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

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

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		Did not follow the Code		Did not act reasonably in discharging duties	
-------------------------	--	-------------------------	--	--	--

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.

**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 a parent or guardian frequently* attends for worship with a church within the Christian faith and which is a member of '*Churches Together in Britain and Ireland*' **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.....

*The Piggott Church of England School is a company limited by guarantee
Registered in England and Wales, registration number 7682284
The Piggott Church of England School is an exempt charity.*

**Member churches of the Churches Together in Britain and Ireland
organisation**

This list is accurate at the time of determination but is subject to amendment,
please check their website <http://www.ctbi.org.uk/24>

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 TERESA'S CATHOLIC PRIMARY SCHOOL

ADMISSIONS POLICY 2016/2017

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 2016 – August 2017 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 2016. 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 (SIF), 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 SIFs should be returned to St Teresa's School.

Decisions on which children are to be offered a place will be made by the Governors' Admissions Committee of the school during February 2016 and the LA will be notified by the 15 March 2016. Offers of places will be made by the LA on behalf of the Governing Body on the 18 April 2016. Parents who apply online will also be able to view the results of their application on 18 April 2016.

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 2016/2017 is intended to be 45 (PAN). 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.

Oversubscription Criteria

Children with a Statutory Education, Health and Care Plan (EHCP)

A pupil with an EHCP, naming the school, will be admitted to the school.

The Governing Body will then 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 (applicants may be ranked within sections according to the Catholic practising* criteria below) :

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 in attendance at St Teresa's at the time of application and expected to still be there 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 Sunday (or Saturday evening) Mass 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. Regular attendance (weekly) will be prioritised over Occasional attendance (at least monthly), which will be prioritised over Irregular attendance (less than monthly or not at all).'**

****For the purposes of these admissions arrangements, a baptised Catholic means a person baptised in a church which is in communion with the See of Rome or a person received into the Catholic Church.**

*****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 2,3,4,9,10	Declaration on the Supplementary Information Form from your Parish Priest or the Priest/Minister at the Church you attend, confirming that you meet the 'practising' criteria detailed above, and on that form.
Categories 2 – 5	Child's baptismal certificate or certificate of reception
Category 7	Parent's baptismal certificate or certificate of reception

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. 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 Fair Access Protocol 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 by the Full Governing Body on an individual basis.

Appeals

Parents have the right of appeal if an application is rejected. 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.

Oversubscription Criteria

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 (applicants may be ranked within sections according to the Catholic practising* criteria below) :

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 in attendance at St Teresa's at the time of application and expected to still be there 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 Sunday (or Saturday evening) Mass 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. Regular attendance (weekly) will be prioritised over Occasional attendance (at least monthly), which will be prioritised over Irregular attendance (less than monthly or not at all).'**

****For the purposes of these admissions arrangements, a baptised Catholic means a person baptised in a church which is in communion with the See of Rome or a person received into the Catholic Church.**

*****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.