



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **EXECUTIVE** will be held at the Civic Offices, Shute End, Wokingham on **THURSDAY 26 MARCH 2015 AT 7.30 PM**

A handwritten signature in black ink, appearing to read 'Andy Couldrick', written in a cursive style.

Andy Couldrick
Chief Executive
Published on 18 March 2015

This meeting will be filmed for inclusion on the Council's website.

Please note that other people may film, record, tweet or blog from this meeting. The use of these images or recordings is not under the Council's control.

Our Vision

A great place to live, an even better place to do business

Our Priorities

Improve educational attainment and focus on every child achieving their potential

Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth

Ensure strong sustainable communities that are vibrant and supported by well designed development

Tackle traffic congestion in specific areas of the Borough

Improve the customer experience when accessing Council services

The Underpinning Principles

Offer excellent value for your Council Tax

Provide affordable homes

Look after the vulnerable

Improve health, wellbeing and quality of life

Maintain and improve the waste collection, recycling and fuel efficiency

Deliver quality in all that we do

MEMBERSHIP OF THE EXECUTIVE

Keith Baker	Leader of the Council
Julian McGhee-Sumner	Deputy Leader and Health and Wellbeing
Charlotte Haitham Taylor	Children's Services
Pauline Jorgensen	Resident Services
John Kaiser	Planning and Highways
Philip Mirfin	Regeneration and Communities
Anthony Pollock	Economic Development and Finance
Angus Ross	Environment

ITEM NO.	WARD	SUBJECT	PAGE NO.
120.		APOLOGIES To receive any apologies for absence	
121.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting of the Executive held on 19 February 2015.	7 - 16
122.		DECLARATION OF INTEREST To receive any declarations of interest	
123.		PUBLIC QUESTION TIME To answer any public questions A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice. The Council welcomes questions from members of the public about the work of the Executive Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Council or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to www.wokingham.gov.uk/publicquestions	
123.1	None Specific	Phiala Mehring has asked the Executive Member for Environment the following question: Question The strategy is lacking measurable targets/goals. Without these how do we know what success looks like or whether the strategy needs to change and adapt over time? For example, targets could be set for:- obtaining a few capital schemes or attracting other funding to reduce flood risk, - reducing surface and	

highway run-off into the Loddon, Emmbrook or Barkham Brook. Can we please have set targets embedded into the strategy?

124.

MEMBER QUESTION TIME

To answer any member questions

A period of 20 minutes will be allowed for Members to ask questions submitted under Notice

Any questions not dealt with within the allotted time will be dealt with in a written reply.

124.1 None Specific

Lindsay Ferris has asked the Executive Member for Children's Services the following question:

Question

In light of the recently published serious case review of Child Sexual Exploitation in Oxfordshire, will you appoint a suitably qualified independent external person to conduct a review of Children's Services in this council to identify whether there are any areas, attitudes and processes that might need improvement in order to fully satisfy everyone that we are doing the very best for vulnerable children in our borough?

124.2 Emmbrook;
Ewendons;
Norreys; Wescott

Prue Bray has asked the Executive Member for Planning and Highways the following question:

Question

At the November Council meeting, you said that the Wokingham Town Centre Car Parks Strategy would go to the January Executive meeting. It didn't. Nor did it go to the February meeting, and it is not listed in the Forward Plan for the March meeting. Why has it been delayed?

MATTERS FOR CONSIDERATION

125.	Arborfield	ADOPTION OF ARBORFIELD AND NEWLAND VILLAGE DESIGN STATEMENT SUPPLEMENTARY PLANNING DOCUMENT	17 - 42
126.	None Specific	SCHOOL ADMISSION ARRANGEMENTS 2016/2017	43 - 126
127.	Arborfield	ARBORFIELD CROSS RELIEF ROAD	127 - 136
128.	None Specific	LOCAL FLOOD RISK MANAGEMENT STRATEGY	137 - 150
129.	None Specific	MAKING PROCEDURAL DECISIONS RELATING TO NEIGHBOURHOOD PLANNING	151 - 154

130.	Emmbrook; Ewendons; Norreys; Wescott; Wokingham Without	SOUTH WOKINGHAM DISTRIBUTOR ROAD - EASTERN GATEWAY	155 - 160
131.	None Specific	COMMUTED SUMS ADVISORY PANEL	161 - 170
132.	None Specific	CONTINUATION OF PUBLIC HEALTH FUNCTIONS (CONTRACT EXTENSION)	171 - 174

A decision sheet will be available for inspection at the Council's offices (in Democratic Services and the General Office) and on the web site no later than two working days after the meeting.

CONTACT OFFICER

Anne Hunter
Tel
Email
Postal Address

Service Manager, Democratic Services
0118 974 6051
democratic.services@wokingham.gov.uk
Civic Offices, Shute End, Wokingham, RG40 1BN

This page is intentionally left blank

**MINUTES OF A MEETING OF
THE EXECUTIVE
HELD ON THURSDAY 19 FEBRUARY 2015 FROM 7.00PM TO 7.35PM**

Present:- Keith Baker (Chairman), Charlotte Haitham Taylor, Pauline Jorgensen, John Kaiser, Julian McGhee-Sumner, Philip Mirfin, Anthony Pollock and Angus Ross

PART I

110. MINUTES

The Minutes of the meeting of the Executive held on 29 January 2015 were confirmed as a correct record and signed by the Chairman.

111. APOLOGIES

There were no apologies for absence received.

112. DECLARATIONS OF INTEREST

There were no declarations of interest received.

113. PUBLIC QUESTION TIME

In accordance with the agreed procedure the Chairman invited members of the public to submit questions to appropriate Executive Members.

113.01 Question

Imogen Shepherd-DuBey asked the Executive Member for Regeneration and Communities the following question:

Item 118.00 sets out to agree the use in principle of Compulsory Purchase Orders (CPO) to acquire the last part of the land you need for the Peach Place regeneration scheme. In other words, you have got to the point where the Peach Place planning application is due to go before the Planning Committee in March, without having managed to buy all the land you need to allow the scheme to go ahead. Why have your efforts to acquire the land been unsuccessful, so that you need to resort to compulsory purchase?

Answer

The Council has not been unsuccessful in securing the land required to deliver the Peach Place regeneration scheme and is now the majority land owner within the red line.

It is not a requirement for the submission of a planning application or the granting of a planning consent for the land in question to be in ownership of the applicant. It is also not a requirement that all land within the red line be in the ownership of the Council to enable successful delivery of the proposals.

The Council is not 'resorting' to CPO but is proposing a standard legal approach for a scheme of this type and location. As set out within the Executive report the CPO process is not simply about purchasing pieces of land but also about dealing with a variety of land interests such as leases, orders, consents and alterations to highways.

As with any scheme the Council will continue to seek to deal with any such interests through negotiation. However, an in-principle resolution to use CPO powers should they be required, can only demonstrate the Council's commitment to seeing the scheme succeed and strengthen their negotiating position as the regeneration is delivered.

Supplementary Question

Marks and Spencer is a big company. The last time the regeneration was involved with a big company it was with the plans for a supermarket on Elms Field; when you kept saying that Sainsbury's were going to sign up, despite all the evidence to the contrary, and in the end they didn't do what was wanted. What happens if Marks and Spencer don't do what you want and decide to fight the compulsory purchase order for a piece of their land?

Supplementary Answer

I am puzzled when you say "don't do what you want" relating to Marks and Spencer's. Marks and Spencer's, who we have a very good relationship with, who when I last saw them the Director of Property for the UK was very willing to co-operate with us in our regeneration scheme and in fact was very encouraging for the whole scheme. As such we are in constant negotiation with them and others in and around the red line area to achieve the minor changes that are required to fulfil the whole of the planning application. Indeed they see it as an absolute benefit for people once the square is completed. People coming out of Bush Walk will see a brand new rear entrance to Marks and Spencer's which is much more positively set than the current one and therefore in many respects thankfully they want to stay where they are and thankfully they are supporting the whole solution of the regeneration. So I don't see anything there at all being something that they don't want to proceed with and I don't see that Marks and Spencer's are in any way resisting it.

114. MEMBERS' QUESTIONS

In accordance with the agreed procedure, the Chairman invited Members of the Council to submit questions to appropriate Executive Members.

114.01 Question

Tim Holton asked the Executive Member for Planning and Highways the following question:

My question refers to the Dairy Hatch Farm Application. Since the application was approved in 2011 I have noticed that the area has been subject to flooding. Please can you clarify if this will be discussed in the reserve matters?

Answer

The planning permission for Hatch Farm Dairies has been the subject to extensive assessment and negotiation over many years with the Environment Agency to address the flood risk. The Environment Agency has agreed the proposed and detailed submission in the flood risk assessment submitted to support this application. The development must be carried out in accordance with this flood risk assessment.

When the detailed layout is submitted at the reserve matters stage, which will go before the Planning Committee, we will review the situation with regards to the flood risk assessment. The development will also need to comply with other conditions placed upon the permission to safeguard against flooding. There is also a condition relating to sustainable urban drainage and this will see betterment in drainage terms relative to the existing site.

As you point out the area was subject to extensive flooding last year. In the light of this we did inspect the site again at the time and I can confirm that none of the areas which are intended for housing and related built development were flooded.

114.02 Question

Norman Jorgensen asked the Executive Member for Planning and Highways the following question:

Some residents have said they are finding it difficult to get affordable rented accommodation, especially if they are working and are on housing benefit. What is Wokingham Borough Council doing to help such people?

Answer

There are a number of things that we do obviously and they come under a number of headings. Say for instance social housing. The wait for social housing on the Housing Register can, at present, be long due to the numbers of people requesting housing outstripping available resource. The new Allocations Policy that will be launched in the Spring will provide a clear process for customers to understand the likelihood of them being rehoused by Wokingham Council. There are flexibilities within the policy that can allow the Council to respond to particular local need; e.g. offer some social housing specifically for people working locally.

We also have Intermediate Rent Models. The Council understands that some working families' access to accommodation that costs less than market rents can be a valuable option when looking for a home. As well as providing social housing, we have recommended to our development partners, which are basically Registered Social Landlords, the provision of some accommodation at intermediate rent levels, which is normally about 80% of the markets, so that we can offer this to households.

Shared Ownership Housing is another way of owning a home with regards to affordable housing and it is a model that offers households to step-purchase a home by starting off by buying a small share and perhaps progressing to a larger share as their circumstances improve.

Where decisions are made about affordable housing, at the Planning stage, we will request that a proportion of the units are developed into Shared Ownership properties. These schemes are very popular with local working people and offer a real alternative to the rental market; when a family would not have the means to make an outright purchase on the open market.

The other issue is the private rented sector and that is more difficult for some of our residents to access because of the cost of housing in the Borough but we do help wherever we possibly can but we are faced with an unfortunate situation that changes in the way benefits will be paid will mean that in future benefits will be paid to the recipient and not the landlord and that is making more and more private landlords not very keen to take on benefit claimants.

The true answer, I guess, is the new houses that we are building for the future. This new housing in the Borough will bring with it 30-35% of affordable housing. It will also allow the Council to take the commuted sums from developers which will allow the Council to bring forward affordable housing via its own housing company; Wokingham Housing Ltd.

114.03 Question

Chris Bowring asked the Executive Member for Environment the following question:

Residents in Eastheath Gardens in my ward have suffered for some time from flooding in the street. On occasions the water can be several inches deep making transport by car or on foot difficult. Would the Executive Member for the Environment please update me on what the Council is doing to alleviate these problems?

Answer

As we all realise it has been a problem for some time. Earlier in the year a study was commissioned into the cause of flooding in Eastheath Gardens and possible ways to alleviate the problem.

Following that work the Council has now decided to construct a small pumping station to pump the water into the highway drainage system on Finchampstead Road. The outfall will be through the footway from Eastheath Gardens to Finchampstead Road; that is between No 14 and 15 Eastheath Gardens.

We are confident that this proposal will lead to a significant reduction in the incidence of flooding in the area.

Supplementary Question

Can you give me an indication of when the works are likely to begin?

Supplementary Answer

Until this afternoon the information I had was once the detailed ground investigations and design have been completed it is hoped that works can begin early in the new financial year.

Just today I had an update on that and, although there have been some delays due to constraints in the area, next week a trial pit will be dug. We are also aware of the worsening condition of the road there and Highways will continue to monitor this and will provide alternative arrangements for waste collection which have been put in place pending a solution and getting the whole area tidied up again.

114.04 Question

Lindsay Ferris asked the Executive Member for Economic Development and Finance the following question which was answered by the Leader of Council:

Question

Given the ever increasing challenge facing this Council when setting a budget, isn't it about time you actually included the public and overview and scrutiny members by fully consulting on budget choices such as the priorities for spending and their potential impact?

Answer

It is incredibly interesting that you raise this, you must have been reading my mind because before October last year I asked Officers to research how other Berkshire Councils engage residents in their budget setting process. The objective was to see if there were any good practices out there. Across Berkshire I believe only Bracknell Forest carry out any form of survey but I am willing to stand corrected on that.

The structure and wording of such a survey has to be well balanced and this isn't a very easy task which is why it will take some time to come up with some draft proposals. For example how do you explain priorities in a digestible form? How do you manage the expectations of residents and there is a whole host of other questions to answer?

That work is continuing to establish what would be best for our Council. Exactly when that is likely to be completed has not yet been worked out. In a similar way how it is moved forward, i.e. do we have a cross party working group or do we use the Constitutional Review Group to debate this, is also an outstanding issue.

Supplementary Question

Will you then set up a proper timetable public and scrutiny committee budget consultation as an integral part of next year's budget setting process?

Supplementary Answer

That is a possibility. I do not want to prejudge anything let us get some ideas of what we might be doing and then we will move it forward.

115. HOUSING REVENUE ACCOUNT BUDGET 2015/18

The Executive considered a report setting out the Housing Revenue Account budget for 2015/16 which included proposed rent levels for council housing and council-owned garages.

The Executive Member for Planning and Highways advised Members that the proposed rent increase on Council house dwellings was on average 3.34% and on the shared equity rents the increase was between 6% and 13%. Although the increase on shared equity rents appeared high the monetary affect was actually between £3 and £11 per month and this reflected the amount the Council was currently spending on the housing stock which was in the region of £6m for this financial year.

RESOLVED That Council be recommended to approve:

- 1) the Housing Revenue Account Budget;
- 2) that Council house dwelling rents be increased by an average 3.34% effective from 1 April 2015;
- 3) that garage rents be increased by 2.4% effective from 1 April 2015;
- 4) that it be noted that a review of the Shared Equity Rents in 2011 had determined that rents had been kept artificially low in previous years and not increased in line with the terms of the leases. Therefore rents for shared equity properties will gradually increase above inflation for four years to bring the rents in line by 1 April 2016. The increase for 2015/16 will be between 6% and 13% (£3 and £11 per month) depending on the property;
- 5) that Tenant Service Charges are set in line with estimated costs;
- 6) the Housing Major Repairs (capital) programme for 2015/16 as set out in Appendix C to the report.

116. CAPITAL PROGRAMME AND STRATEGY 2015/18

The Executive considered a report setting out the proposed Capital Programme and Strategy for 2015-2018 which sets out the schemes that would be carried out during this period.

The Executive Member for Economic Development and Finance advised that the capital expenditure for 2015/16 was estimated at £95m which was made up of various funding sources including developer contributions, grants, borrowing, reserves and capital receipts. Councillor Pollock highlighted a number of areas where the money would be spent including new schools, roads and the town centre redevelopment.

RESOLVED That:

- 1) Council be recommended to approve the Capital Programme and Strategy 2015/18;
- 2) the allocation of the remaining un-ringfenced Large Scale Sites Grant from the HCA towards the delivery of the Strategic Development Locations (SDLs) be approved;
- 3) the allocation of developer contributions (s106) and Community Infrastructure Levy (CIL) to schemes in the 15-16 Capital Programme (Appendix C to the report) be noted.

117. TREASURY MANAGEMENT STRATEGY 2015/16

The Executive considered a report setting out the Treasury Management Strategy for 2015/16 which included the statutory statements eg capital plans, investment strategy etc which the Council was required to approve before the start of the financial year.

The Executive Member for Economic Development and Finance informed the meeting that the Treasury Management Strategy was becoming more and more important because of the size of the proposed capital programme. It was noted that Treasury Management also dealt with the Council's investment portfolio and provided the intellectual underpinning to finance the budget.

RESOLVED That Council be recommended to approve the following:

- 1) the Capital Prudential indicators, 2015/16-2017/18;
- 2) the borrowing strategy 2015/16;
- 3) the Annual Investment Strategy 2015/16; and
- 4) the Treasury Indicators: limits to borrowing activity 2015/16.

118. MEDIUM TERM FINANCIAL PLAN 2015/18 – REVENUE BUDGET SUBMISSION 2015/16

The Executive considered a report setting out the Medium Term Financial Plan for 2015/18, which included the proposed revenue budget submission and schedule of fees and charges for 2015/16.

The Executive Member for Economic Development and Finance highlighted the huge amount of work that had been undertaken to keep income and expenditure in line while maintaining front line services and providing support for the most vulnerable.

RESOLVED That:

- 1) the 2015/16 schedule of fees and charges (Appendix A to the report) be approved;
- 2) the joint Environmental Health and Trading Standards provisional service fees and charges for 2015/16 (Appendix B to the report) be noted;
- 3) Council be recommended to approve the Medium Term Financial Plan (MTFP) 2015/2018, including the budget submission for 2015/16.

119. HOUSING STRATEGY 2015-18

The Executive considered a report relating to a proposed Housing Strategy for 2015-18 which sets out the Council's ambitions for housing provision, investment and management.

The Executive Member for Planning and Highways advised the meeting that the Strategy was designed amongst other things to: address housing needs; support vulnerable people; tackle homelessness and enhance tenants' services. The Housing Strategy was intended to be an overarching umbrella document with various other strategies feeding into it eg Older People's and Young People's Housing Strategies. It was noted that these other strategies contained more detailed information.

RESOLVED: That Council be recommended to adopt the Housing Strategy 2015-18.

120. REQUEST FOR THE TEMPORARY CLOSURE OF FOOTPATH 4 REMENHAM (PART)

The Executive considered a report relating to a request that had been received from the organisers of the Henley Festival of Music and the Arts for the temporary closure of Footpath 4 Remenham (part).

The Executive Member for Environment explained that the closure would allow Henley Festival to be organised and run safely and asked Members to note that it was actually the Secretary of State for Transport who would give the final consent to the request.

Councillor Ross advised that following discussion about last year's request a Member Working Group had been established to look into how the matter could be dealt with in the future. The Working Group's work was well advanced and their recommendations would be coming forward in due course.

The Leader of Council clarified that such requests were not usually brought to Executive but because of the nature of this particular footpath the decision was always made in public.

RESOLVED That:

- 1) the making of an Order for the closure of Footpath No 4, for a closure of an 80m section of the footpath for the set up and de rig of the Festival stage from Monday 6th July to Wednesday 8th July 2015 inclusive and from Monday 13th July to Tuesday 14th July 2015 inclusive be approved;
- 2) included within the closure is a 488m section for evening performances from Wednesday 8th July to Sunday 12th July 2015 inclusive, under Section 16A of the Road Traffic Regulation Act 1984, subject to the receipt of the requisite consent of the Secretary of State for Transport;

- 3) the progress of the Member Working Group established to investigate: the principle of limiting closures of public rights of way by the introduction of a byelaw and/or policy which would preclude any further applications, limiting current closures to those existing and conditioning those closures so that they have the minimum impact on the residents and public be noted.

121. TWYFORD YOUTH CENTRE

The Executive considered a report relating to proposals to agree formal lease arrangements and dilapidation works for Twyford Youth Centre.

The Executive Member for Regeneration and Communities advised that the purpose of the report was to allow the continuation of the site for youth service provision in Twyford. Councillor Mirfin explained that the Council had acquired control and responsibility for maintaining, repairing and insuring of the property following the demise of Berkshire County Council.

Councillor Mirfin informed Members that there was currently a licence under 'tenancy at will', with a notice period of one month, operating with the Twyford Youth Centre CIO which enabled them to provide a youth service in Twyford. The level of dilapidation costs was required to be determined if it was decided to proceed with a sub-lease.

In relation to the amount of dilapidation costs it was noted that there was a difference of opinion between the Trust and the Council. The proposal was that a supplementary estimate for £65k be agreed to fund the repair work which would make the youth centre fit for purpose and agree a sub-lease for 7 years.

RESOLVED That:

- 1) the dilapidation works of £65k required to repair the Youth Centre to a 'fit for purpose' state be supported;
- 2) a capital supplementary estimate of £65k to fund the works be agreed;
- 3) a sub-lease of 7 years with the Council remaining responsible for rates, repairs and insurance be agreed.

122. COMPULSORY PURCHASE ORDER (CPO) – IN-PRINCIPLE RESOLUTION

The Executive considered a report relating to authorisation for an in-principle use of a compulsory purchase order (CPO) in order to enable the acquisition of all necessary land interests to deliver the regeneration of Peach Place which was a key part of the regeneration of the town centre.

The Executive Member for Regeneration and Communities tabled a revised set of recommendations and outlined the differences from those contained in the agenda. Councillor Mirfin explained that the proposal was to gain agreement in-principal to use CPO should that become necessary and if it was deemed necessary then a further report, outlining the extent of the land to be acquired, would come back to the Executive for consideration.

The intention to delete all but the first sentence of the last bullet point on page 175 of the agenda was noted.

RESOLVED That:

- 1) it be agreed to authorise in-principle the use of compulsory purchase powers to acquire the necessary land interests the extent of which is shown indicatively within the red line on the annexed plan required to deliver the proposed regeneration of Peach Place Wokingham town centre pursuant to section 226(1)(a) of the Town and Country Planning Act 1990 (as amended) and, in the case of any new rights, pursuant to section 13 of the Local Government (Miscellaneous Provisions) Act 1976, because it considers that:
 - (a) The acquisition will facilitate the carrying out of the development, redevelopment or improvement of land; and
 - (b) The development, redevelopment or improvement of the land is likely to contribute to the achievement of any one or more of the promotion or improvement of the economic, social and environmental well-being of Wokingham.
- 2) authorisation be given to the Chief Executive, in conjunction with the Leader and Executive Member for Regeneration, to take all necessary steps to commence the process for the making of the compulsory purchase order ("CPO"), including securing the appointment of suitable external advisors and preparing all necessary draft CPO documentation;
- 3) it be noted that following the finalisation of the necessary preparatory work, a further report will be put before the Executive to approve the final extent of the land to be acquired and to authorise the making of the CPO.

123. TOWN CENTRE REGENERATION – SITE ASSEMBLY

The Executive considered a report relating to the acquisition of town centre properties within Wokingham town centre in order to implement improvements to the regeneration proposal in line with the regeneration objectives.

Members were informed that the acquisition of the town centre properties, set out in the exempt sheet, would provide greater flexibility and assist in the redevelopment of the town centre. It was noted that the Peach Place redevelopment planning application was due to be considered by the Planning Committee on 4 March; the next phase would include proposals for Carnival Pool; and detailed proposals for Elms Field were due to be announced shortly.

Councillor Mirfin confirmed that once the purchase of the site had been finalised then the actual location of the site would be publicised.

RESOLVED That:

- 1) the acquisition of the town centre properties in line with the costs identified within the report be agreed;
- 2) any further related and subsidiary decisions if required to complete the transaction be delegated to the Chief Executive, in conjunction with the Leader and Executive Member for Regeneration; and
- 3) additional capital budget be allocated in line with the costs identified in the report.

These are the Minutes of a meeting of the Executive

If you need help in understanding this document or if you would like a copy of it in large print please contact one of our Team Support Officers.

TITLE	Adoption of Arborfield and Newland Village Design Statement Supplementary Planning Document
FOR CONSIDERATION BY	The Executive on 26 March 2015
WARD	Arborfield
DIRECTOR	Heather Thwaites, Director of Environment
LEAD MEMBER	John Kaiser, Executive Member for Planning and Highways

OUTCOME / BENEFITS TO THE COMMUNITY

To deliver high quality design development in Arborfield and Newland Parish that complements the existing built and natural environments.

RECOMMENDATION

The Executive is recommended to adopt the Arborfield and Newland Village Design Statement as a Supplementary Planning Document.

SUMMARY OF REPORT

The Arborfield and Newland Village Design Statement (VDS) has been prepared by Arborfield and Newland Parish Council to enhance the quality of development in the parish and with a view to preserving the rural qualities of Arborfield and Newland Parish.

There are currently 11 Village Design Statements that have been adopted by Wokingham Borough Council as Supplementary Planning Documents (SPD).

The draft Arborfield and Newland VDS and associated documents underwent public consultation between 11 November 2014 and 23 December 2014. The consultation statement sets out the responses to the representations made and suggests a number of changes and clarifications are made to the VDS before it is adopted as a SPD.

Background

The adopted Core Strategy (CS) provides the broad spatial vision for the Borough to 2026 and the policies designed to achieve this. The Wokingham Borough Design Guide Supplementary Planning Document (SPD) was adopted in 2012 and amplifies planning policies in the Core Strategy, explaining how they will be interpreted and applied to common topics and forms of development across the Borough. The Borough Design Guide SPD emphasises the importance of good design and aims to ensure development proposals respond positively to the local context, maintaining or enhancing the street scene and local character. Eleven Village Design Statements have been adopted by the Council as SPDs and are referred to as appendices to the Borough Design Guide SPD. Therefore they are used for development management purposes.

The Arborfield and Newland VDS will, if adopted as SPD, sit alongside the Borough Design Guide SPD to guide development in Arborfield and Newland Parish.

Village/Parish Design Statements

Village Design Statements (VDS) are used as a practical tool to help influence decisions on design and development. VDS provide a clear statement of the character of a particular village or town against which planning applications may be assessed.

National Planning Policy Framework

The importance of high quality design and local distinctiveness are recognised as in the Core Planning Principles in the National Planning Policy Framework (bullets 4 and 5):

- *Always seek to secure high quality design and a good standard of amenity for all existing and future occupants of land and buildings.*
- *Take account of the different roles and character of different areas, promoting the vitality of our main urban areas, protecting the Green Belts around them, recognising the intrinsic character and beauty of the countryside and supporting thriving rural communities within it.*

The Council recognises both the amount of community involvement and effort in producing these documents and the value they add as a material consideration in determining planning applications.

Analysis of Issues

The strong emphasis on the importance of design in new development in the NPPF is supported by Core Strategy policy CP3 General principles for Development which seeks new development to 'contribute to a sense of place in the buildings and spaces themselves and the way they integrate with their surroundings (especially existing dwellings)'. The writing of 11 Village/Parish Design Statements also reveals the extent to which residents of the Borough wish to enhance and preserve their surroundings through coherent, consistent and appropriate design.

The adoption of the Arborfield and Newland VDS would allow it to have a role in planning decisions and would help support design policies that already exist. The guide would also provide a useful reference to those involved in Planning or wishing to submit an application to the Council. This would enhance certainty and transparency of expectations to developers and as a result is likely to secure the best planning outcome.

The draft SPD and Sustainability Appraisal (incorporating a Strategic Environmental Assessment) Screening Opinion Consultation Document underwent public consultation

between 11 November 2014 and 23 December 2014. A statutory notice, attached at Appendix A, was available on the Council's web site and sent to everyone on the Council's planning database. In addition, a poster was sent to the parish to post in community buildings and parish noticeboards. The documents were also available for the public to view at the Council offices in Shute End. The following is a summary, in no particular order, of the main issues raised. The full summary is set out in the Statement of Community Involvement.

1. VDS Boundary Map. A respondent pointed out that the VDS boundary on the map was misaligned. A new map was created and replaced the existing map.
2. Flexibility. One of the respondents provided several comments regarding lack of flexibility in some of the design guidelines. These comments were discussed with the Parish and many of the suggested changes were subsequently made.
3. Sustainable Development. Two respondents thought that the Sustainable Development guidelines could be improved. These were discussed with the Parish and this section was then modified.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	Nil	Nil	Nil
Next Financial Year (Year 2)	Nil	Nil	Nil
Following Financial Year (Year 3)	Nil	Nil	Nil

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

If adopted, the VDS will become a material consideration in determining planning applications for the parish of Arborfield and Newland.

List of Background Papers

Arborfield & Newland Village Design Statement
Statement of Consultation

Contact Rebecca Bird	Service Land Use & Transport
Telephone No 0118 974 6456	Email rebecca.bird@wokingham.gov.uk
Date 13 March 2015	Version No. 2

This page is intentionally left blank

**Statement of Consultation for the
Draft Arborfield & Newland Village Design Statement
January 2015**

1. Introduction

1.1. The purpose of the Statement of Consultation (this report) is to demonstrate when and how Wokingham Borough Council consulted the general public on the Draft Arborfield & Newland Village Design Statement (Draft VDS). This report also contains a summary of all the comments received on the Draft VDS and the Council's response to these.

1.2. This report has been produced in accordance with Regulation 12 (a) of the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) and paragraphs 2.1.2 and 2.1.3 of the Council's currently adopted 2014 [Statement of Community Involvement](#).

2. Summary of Consultation and Publicity Undertaken

2.1. Consultation of the Draft VDS ran for six weeks from Tuesday 11th November 2014 to 5pm on Tuesday 23rd December 2014. Altogether a total of fifteen written responses were received, two were from other local authorities, one by a county council, four by individuals, six by statutory consultees, one from a parish council and one on behalf of a developer.

2.2. A broad range of methods were used to publicise the consultation period for the Draft VDS. These were as follows:

- The Draft VDS was made available to view on the Council's website and hard copies were made available to view in the Council's Civic Offices
- Direct letters and emails (where email addresses were provided) were sent to all of the people on the Council's LDF database
- The consultation was advertised in several different places on the Council's website
- Posters were created and displayed in community buildings and on noticeboards in Arborfield & Newland Parish
- An email advertising the consultation was sent to Arborfield & Newland Parish Council. The Council asked the Parish Council to forward the email on to all those on their parish email list

2.3 Examples of the above publications and those displayed in the public domain can be found in Appendix One.

3. Summary of Consultation Responses

3.1. Below is a table which summarises all of the comments made during the consultation period of the Draft VDS. The Council's responses to these comments are within this table, and where stated, the Draft VDS has been changed in accordance with these comments.

No.	Consultee	Nature of Comment	Para / Section VDS	Comments	Council's Response
01	Mr N Prior	Not related to VDS	N/A	<p>"I have already sent in my objection to this plan(not that I or anybody else will be listen to) could you please confirm receipt of my previous objection.</p> <p>It was on the grounds of substantial damage to the environment.Like Buckhurst you couldn't find worse sites if you tried in greenfield areas,who is the person who picks these very unsuitable sites(let me guess the councils favourite developer).</p> <p>The secondary school (which I have only just been made aware of)would not even take up the demand of this extreme development in this and the Arborfied area.Yes a school is needed for the demand at present but without this further huge development,my wife had been a science teacher,head of year and assistant principal in local area schools, so my family has strong views on the poor education offered in wokingham .</p> <p>No suitable infastructure Spread of developement Will set a precedent that the council cannot</p>	<p>No change. This objection is about development on 'unsuitable sites' and lack of infrastructure. However, these comments do not specifically relate to the A&N VDS so therefore no changes are required.</p>

No.	Consultee	Nature of Comment	Para / Section VDS	Comments	Council's Response
				<p>argue against (unless it continues its totally bias planning policies). outside settlement area Green gap Green fields intrusion to the countryside (including views)</p> <p>To be honest you could go through the planning regulations on this site and not find a good reason for adoption."</p>	
02	Woking Borough Council	No comment	N/A	"Woking Borough Council has no comment as the document has no implications for the future of planning of Woking."	Noted
03	Oxfordshire County Council	No comment	N/A	"Thank you for consulting Oxfordshire County Council on the above draft SPD. The document does not raise any strategic policy issues for Oxfordshire so we have no comments."	Noted
04	Mr R Peat	Support / Suggest change	Map	<p>"As a document that has been extensively consulted on locally I am happy to support it's adoption, and particularly support it's comments about the provision of adequate parking in any new developments, points that I hope will be taken on board as significant developments begin in the area.</p> <p>My main criticism is that the Parish Boundary shown on page one of the document is incorrect. In particular the boundary with Finchampstead south of the Badgers Mount development is shown significantly further south, indeed on the south side of the stream, when in fact it runs much closer to the back of</p>	<p>CHANGE MADE – The Council has created a new map with the correct parish boundaries to replace the map included in the draft document.</p> <p>Noted – Support for the overall document.</p>

No.	Consultee	Nature of Comment	Para / Section VDS	Comments	Council's Response
				<p>Barker Close. I attach a printout from the Ordnance Survey mapping data showing the correct boundary for Arborfield, the boundary is also incorrect between Arborfield and Barkham towards Langley Common Road and is too far South in Farley Hill where it includes part of Parsons Farm when the boundary should follow Wokingham Lane, the byway that runs along the north edge. Whilst it appears that the boundary is consistently off suggesting that the boundary was drawn on by hand using Microsoft Word, and the layout has been messed up by the underlying graphic being squashed vertically, possibly during the PDF conversion process it is important that details such as this are sorted out in a document that is to be officially adopted.”</p>	
05	Natural England	General support for design guidelines	N/A	<p>“Thank you for your consultation on the above dated 11 November 2014, which was received by Natural England on 11 November 2014. Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development. Natural England welcomes design guidelines that respect, and where possible, enhance the character and local distinctiveness of the surrounding natural and built environment; use natural resources more sustainably; and bring</p>	<p>No change. Their comments relate to preparing design guidelines generally rather than being specifically about the A&N VDS. The Parish is not within an area covered by or adjoining a National Park or AONB and therefore those comments are not relevant to Arborfield & Newland Parish. As the VDS complements the guidance in the Council's Borough Design Guide (Supplementary Planning Document) and this latter document explains how the landscape character assessments are to be used in determining planning applications in the Borough, the issues raised by Natural</p>

No.	Consultee	Nature of Comment	Para / Section VDS	Comments	Council's Response
				<p>benefits for the local community, for example through green space provision and access to and contact with nature.</p> <p>The following is offered as general advice which we would expect to have been considered in the preparation of a Town or Village Design Statement:</p> <p>Landscape</p> <p>To preserve the wider landscape character of area, the Town or Village Design Statement should recognise and give appropriate consideration to the impact of the design statement on protected landscapes such as National Parks and Areas of Outstanding Natural Beauty (AONB), if the town or village is within or adjacent to one.</p> <p>Landscape Character Assessments (LCA) provide a context for looking at possible changes and for seeking to ensure that the countryside character is protected and enhanced. Local area LCAs and those for protected landscapes (where applicable), should be cross-referenced as they are a useful tool to ensure that the Village Design Statement makes a positive contribution in terms of design, form and location, to the character and functions of the landscape, and avoids any unacceptable impacts. Following the principles of LCA at a local scale helps to capture the significant features, style and patterns of settlement and setting within the landscape and key views in and around the village. National Park and AONB Management</p>	<p>England will be considered through this process.</p>

No.	Consultee	Nature of Comment	Para / Section VDS	Comments	Council's Response
				<p>Plans can also provide useful information for design statements within or adjoining protected landscapes.</p> <p>Natural England is revising the suite of 159 National Character Area (NCA) profiles to make environmental evidence and information easily available to a wider audience. NCA profiles are guidance documents which include a description of the key ecosystem services provided in each character area and how these benefit people, wildlife and the economy. They identify potential opportunities for positive environmental change and provide the best available information and evidence as a context for local decision making and action.</p> <p>The revised and current NCA profiles are available on the NCA pages of our website for you to refer to. The complete series of revised profiles will be published by April 2014.</p> <p>Green Infrastructure and Sustainable Design</p> <p>Green infrastructure is a term used to refer to the living network of green spaces, water and other environmental features in both urban and rural areas. It is often used in an urban context to cover the benefits including space for recreation, access to nature, flood storage and urban cooling to support climate change mitigation, food production, wildlife habitats and health & well-being improvements provided by trees, rights of way, parks, gardens, road verges, allotments, cemeteries, woodlands, rivers and wetlands.</p>	

No.	Consultee	Nature of Comment	Para / Section VDS	Comments	Council's Response
				<p>Green infrastructure is also relevant in a rural context, where it might additionally refer to the use of farmland, woodland, wetlands or other natural features to provide services such as flood protection, carbon storage or water purification. Green infrastructure maintains critical ecological links between town and country.</p> <p>The Design Statement could usefully promote high quality and multifunctional green infrastructure. Green Infrastructure by Design provides an introduction to delivering green infrastructure at the micro and neighbourhood scale through features such as street trees, green facades and green roofs, where consistent with the local character. These features can be extremely important in increasing ecological connectivity between green spaces, particularly when footpaths and green corridors are not feasible.</p> <p>Biodiversity</p> <p>The Design Statement should have recognised and referenced designated wildlife sites¹ and other biodiversity assets in the immediate area, such as protected species, ecological networks, habitats and green spaces. Design guidelines should respect, and where possible, enhance the town or village's local and neighbouring biodiversity resources. The Town and Country Planning Association has produced a practical and design orientated Biodiversity by Design guide to achieving high levels of biodiversity in</p>	

No.	Consultee	Nature of Comment	Para / Section VDS	Comments	Council's Response
				<p>developments, which may be of use. When preparing the Design Statement, your local Wildlife Trust and local environmental record centre should have been consulted, and local and national Biodiversity Action Plans should be referenced where relevant.</p> <p>Community Engagement</p> <p>As an organisation, we are committed to involving the community in our work, ensuring that local people and the organisations that support them are consulted at the earliest possible stage. We are keen to see this principle adopted as part of the village design statement formulation process so that local people have a chance to contribute to the development of the statements from the outset.</p> <p>We really value your feedback to help us improve the service we offer. We have attached a feedback form to this letter and welcome any comments you might have about our service."</p>	
06	Marine Management Organisation	No comment	N/A	<p>"Thank you for inviting the Marine Management Organisation (MMO) to comment on the above consultation. I can confirm that the MMO has no comments to submit in relation to this consultation.</p> <p>If you have any questions or need any further information please just let me know. More information on the role of the MMO can be found on our website www.gov.uk/mmo"</p>	Noted
07	Highways Agency	No comment	N/A	<p>"Thank you for your letter dated 10 November 2014 inviting the Highways Agency (HA) to comment on the Consultation on Draft</p>	Noted

No.	Consultee	Nature of Comment	Para / Section VDS	Comments	Council's Response
				<p>Arborfield & Newland Village Design Statement.</p> <p>The HA is an executive agency of the Department for Transport (DfT). We are responsible for operating, maintaining and improving England's strategic road network (SRN) on behalf of the Secretary of State for Transport.</p> <p>The HA will be concerned with proposals that have the potential to impact the safe and efficient operation of the SRN. We would wish to be consulted on development proposals that have potential to affect traffic volumes on the M4 such as the Arborfield bypass mentioned in your letter.</p> <p>We have reviewed the consultation and do not have any comment at this time."</p>	
08	Early Town Council	No Comment	N/A	<p>I am writing further to your email of 11th November regarding the above.</p> <p>Details of the consultation were given to Councillors at a recent meeting of the Town Council's Planning Committee.</p> <p>The Committee resolved that no comment should be made on the document by the Town Council.</p>	Noted

No.	Consultee	Nature of Comment	Para / Section VDS	Comments	Council's Response
09	Savills / Crest Nicholson	Suggest changes	Impact on Surroundings Page 5	"The supporting text could be made clearer to clarify what is meant by 'to have regard to...' as this is ambiguous. The term should be properly defined or reworded to make this clear for the avoidance of doubt.	No change. 'To have regard to' is a standard phrase in planning documents and planning legislation (see s19(2) of the Planning and Compulsory Purchase Act 2004) and allows professional judgement by the planning officer. The Council believes that this phrase is appropriate, especially having regard to the additional guidance in the Borough Design Guide Supplementary Planning Document (SPD).
			3) Position of Building page 6	Whilst we generally support the principle for building lines to continue to be set back from the road, flexibility should be allowed to permit exceptions where this is justified. Additional wording could be introduced to permit flexibility, e.g. 'Building lines should be set back from the road where appropriate' (or 'where this would maintain the character of the area').	CHANGE MADE The Council agrees with this concept and has added 'where this would maintain the character of the area'. There is additional guidance on building setbacks in the Borough Design Guide SPD.
			4b) Driveways Page 7	We endorse the principle regarding the extent of hard standing but the text does not clarify what is meant by 'extensive areas' and this could be clarified. It is appropriate that a mix of surfacing types could be introduced to visually break up parking areas, e.g. pavements, bonded gravel, tarmac. Loose materials are not always a practical choice for driveways. More flexibility should be introduced to say that loose materials will be encouraged where feasible - this would	CHANGE MADE The Council agree that loose materials are not always a practical choice and so have added the following sentence: 'These surfaces could be used where this would maintain the character of the area.' Regarding clarification of 'extensive area', this allows for the professional judgement of the planning officer.

No.	Consultee	Nature of Comment	Para / Section VDS	Comments	Council's Response
				not preclude tarmac or block paving or other surfacing. Clarification should be provided to define what constitutes an 'extensive area'.	
			5b) Trees Page 8	We note the comment which states 'all trees should wherever possible be retained and cared for'. It appears excessive to seek to retain all trees, particularly those which are of low quality. We suggest this could be reworded as follows 'All trees of high quality and value should wherever possible be retained and cared for'.	CHANGE MADE The Council agrees with this comment and has added 'of high quality and value'.
			7 Sustainable Housing Page 10	The first or second paragraphs do not define what is meant by 'sustainable development standards' and this should be clarified. The second paragraph appears to place much emphasis on solar panelling, adding this can be covered by permitted development rights. Energy efficiency involves much more than just solar panelling and sustainability should extend to all dwellings, not just Arborfield Garrison. 'Sustainable development standards' should be defined. Energy efficiency/renewables, etc should extend to all dwellings within the parish, not just Arborfield Garrison. Greater consideration should be made regarding what measures should be sought on dwellings.	CHANGE MADE The Council and the Parish have re-written this section to incorporate the suggested changes. The section now reads: <i>'Housing should reflect sustainable development standards and be appropriate to character developments. Sustainable / eco housing is welcomed in balance with the surrounding character of the development area.</i> <i>For existing and infill homes and buildings, energy efficiency measures that reduce energy consumption such as loft and cavity insulation, upgraded boilers and controls and draft exclusion should be encouraged, but</i>

No.	Consultee	Nature of Comment	Para / Section VDS	Comments	Council's Response
					<p><i>should take into consideration any impact on the character of the building and the surrounding area. As there are few homes incorporating visible renewable energy technologies, such features may appear out of character. Because of this, non-visible technologies should be given priority. Where measures would involve alterations to a listed building, this will require listed building consent.</i></p> <p><i>For new developments, such as the Arborfield Garrison Strategic Development Location, it would be beneficial to consider alternative forms of heat capture such as ground source heat pumps or the use of design to increase solar gain and benefit from the passive stack effect to both heat and ventilate buildings. In larger developments, it may even be possible to consider the use of combined heat and power plans with possible district heating schemes.'</i></p>
			8 & v. Architectural Features Pages 11-12	8. The limitation of dwellings being 1 or 2 storeys lacks flexibility and is too prescriptive. Height should respond to its context/character and in some instances three storey or higher can be acceptable as a design response in appropriate locations. Secondly, we question the statement to discourage houses with high	<p>CHANGE MADE</p> <p>The Council accepts that there may be circumstances where taller dwellings are appropriate as explained in Section R9 on page 39. The Council has added 'although there are some areas where three storey houses can be found. New buildings should</p>

No.	Consultee	Nature of Comment	Para / Section VDS	Comments	Council's Response
				<p>ridgelines. This is also very prescriptive and in terms of place making, townscape, character areas and their architectural language would unduly restrict designs, particularly where higher roof lines can be an important feature in the street scene, add character and be a positive influence. The wording should be revised to allow flexibility for alternative storey heights and higher ridgelines, where appropriate, to reflect character/local context.</p> <p>8.v. The text states large window frames/openings should be avoided. In the right context large window frames / openings can be appropriate and flexibility should be allowed for in the text. The initial flexibility is already included in the first sentence at paragraph v. The 2nd sentence referring to cottage style windows being encouraged and large window frames/glazing being avoided can be deleted.”</p>	<p>reflect the pattern of building heights in the surrounding area. For new estates, three storey houses may be acceptable where they are sited on major routes, in landmark locations, fronting onto major green open spaces or public spaces, or are in settlement centres.’ Regarding ridgelines, the Council considers the guidance in the VDS to be flexible enough to accommodate high ridgelines where appropriate.</p> <p>CHANGE MADE The Council accepts that in some limited contexts large windows can be appropriate. However, they are not generally appropriate in this rural parish. The Council adds ‘generally’ before ‘be avoided’.</p>
10	English Heritage		Designs in the Settlement Areas Page 13-25	<p>“Thank you for consulting English Heritage on the Draft Village Design Statement SPD. We welcome this initiative as a tool to provide a robust approach to managing change in the historic environment by providing clear guidance and principles to inform development proposals.</p> <p>In particular we felt the sections outlining the quality of existing historic buildings of interest</p>	<p>Noted</p> <p>Of the 11 adopted VDS, only 3 include maps such as EH suggests. While the Council agrees that inclusion of such maps would be beneficial, it seems onerous to require the Parish to include them as part of the VDS.</p>

No.	Consultee	Nature of Comment	Para / Section VDS	Comments	Council's Response
				<p>and settlement character, including main design features, were of particular value. This section formed of pages 13 – 25, might be enhanced by the addition of mapping to indicate the locations and distribution of buildings of interest (or concentration of buildings of interest) or areas of particular or distinct character. Mapping also provides an opportunity to consider the contribution currently made by other features of the landscape that should be taken into consideration in development proposals, which might include areas of woodland or individual trees, or views of particular importance.</p>	
			7 Sustainable Housing	<p>With reference to a particular point where we felt the statement might be enhanced; paragraph 7 (Sustainable Housing) gives a high level of prominence to solar panels as a means of reducing energy consumption. Solar panels in themselves do not actually reduce energy consumption (indeed their production and transportation consumes a considerable amount of energy), although once installed they produced low carbon electricity. However, the greatest use of energy in most homes is consumed in heating for which gas and oil are nationally the main sources of energy. We would suggest identifying measures that actually reduce energy consumption by reducing heat loss or making use of more efficient heating technology such as loft and</p>	<p>CHANGE MADE The Council and the Parish have re-written this section to incorporate the suggested changes. The section now reads:</p> <p><i>'Housing should reflect sustainable development standards and be appropriate to character developments. Sustainable / eco housing is welcomed in balance with the surrounding character of the development area.</i></p> <p><i>For existing and infill homes and buildings, energy efficiency measures that reduce energy consumption such as loft and cavity insulation, upgraded boilers and controls and draft exclusion should be encouraged, but</i></p>

No.	Consultee	Nature of Comment	Para / Section VDS	Comments	Council's Response
				<p>cavity wall insulation, repair and maintenance to reduce draughts and upgrading of central heating boilers and controls. Historic buildings may have their own energy saving measures, such as window shutters, that are presently disused or in need of reinstatement. We recommend advising property owners to consider a broad range of energy saving measures and taking into consideration the impact on the character of their building and the surrounding area when making their choice. We also recommend advising owners to consider measure to reduce actual energy use first (which can also raise comfort levels within properties) before considering energy generation options. Where measures would involve alterations to a listed building that would affect its character (including internal alterations), this will require listed building consent. It would be helpful if this is made clear in the guidance.</p> <p>With regard to potential larger scale installations as part of development of Arborfield Barracks, it would be beneficial to consider other forms of heat capture such as ground source heat pumps or the use of design to increase solar gain and benefit from the passive stack effect to both heat and ventilate homes. In these larger developments it may even be possible to consider the use of combined heat and power plant with possible district heating schemes. As such we would</p>	<p><i>should take into consideration any impact on the character of the building and the surrounding area. As there are few homes incorporating visible renewable energy technologies, such features may appear out of character. Because of this, non-visible technologies should be given priority. Where measures would involve alterations to a listed building, this will require listed building consent.</i></p> <p><i>For new developments, such as the Arborfield Garrison Strategic Development Location, it would be beneficial to consider alternative forms of heat capture such as ground source heat pumps or the use of design to increase solar gain and benefit from the passive stack effect to both heat and ventilate buildings. In larger developments, it may even be possible to consider the use of combined heat and power plans with possible district heating schemes.'</i></p>

No.	Consultee	Nature of Comment	Para / Section VDS	Comments	Council's Response
				<p>recommend updating the guidance to consider the potential of a broad range of potential energy efficiency options and to advise that in making a choice of the most suitable methods, the need to protect the positive character and appearance of the area should be taken into consideration.</p> <p>We hope these suggestions help in taking forward the Village Design Statement as a tool to support planning in Arborfield and Newland. Should you wish to discuss any points within this letter please do not hesitate to contact me.”</p>	
11	Waverley Borough Council	No comment	N/A	“Thank you for consulting Waverley on this document. I can confirm that we have no comments to make.”	Noted
12	Berkshire Archaeology	No comment	N/A	“Thank you for consulting Berkshire Archaeology regarding the above Village Design Statement. There are no archaeology issues or issues that affect archaeology included within the statement; therefore we have no further comment to make on the document.”	Noted
13	Office for Nuclear Regulation	No comment	N/A	“I note that no part of the Arborfield & Newland Parish lies within any ONR consultation zone (around any GB nuclear site). ONR have no comment to make regarding land use planning matters within this Parish.”	Noted

Appendix 1 – Evidence of Consultation

Wokingham Borough Council Website:

Design Guide Supplementary Planning Document - Wokingham Borough Council

The screenshot shows the Wokingham Borough Council website. The header includes the council logo, navigation links (Accessibility, Help, Services A-Z, Contact Us), and a search bar. A breadcrumb trail reads: "You are here: Home / Planning, building control and regeneration / Advice for developers / Design Guide Supplementary Planning Document". A blue banner promotes "Get fit and healthy in 2015!". The main content area is divided into three columns:

- Main menu:** Advice for developers, Contact our team for planning advice, Design Guide Supplementary Planning Document, Developer contributions and section 106, How contribution and section 106 money is spent, How planning applications are decided, Major development advice, Mobile phone masts, Planning enforcement, Pre-application advice for developers, Proposed Community Infrastructure Levy (CIL), Street naming and numbering, What are valid objections to planning applications.
- Borough Design Guide Supplementary Planning Document (SPD):**
 - Interactive Borough Design Guide:** Read our Interactive Borough Design Guide (PDF document).
 - Previous documents:** The Borough Design Guide was adopted on 31 May 2012. The Village Design Statements remain as material planning considerations and can be viewed below:
 - Barkham Village Design Statement (PDF document)
 - Crowthorne Village Design Statement (PDF document)
 - A Design for Hurst (PDF document)
 - A Vision for Our Villages: Ryelish Green, Spencers Wood, Three Mile Cross (PDF document)
 - Riseley Village Design Statement (PDF document)
 - Ruscombe Village Design Statement (PDF document)
 - Shinfield School Green Village Character Statement (PDF document)
 - Sonning Parish Design Statement (PDF document)
 - Swallowfield Village Design Statement (PDF document)
 - Wargrave Parish Design Statement (PDF document)
 - Woodley Design Statement (PDF document)
 - Interactive Borough Design Guide (PDF document)
 - Draft Arborfield and Newland**
- Popular pages:** Search planning applications, Comment on a planning application.

Design Guide Supplementary Planning Document - Wokingham Borough Council

Village Design Statement

Arborfield and Newland Parish have submitted an Arborfield and Newland Village Design Statement for adoption as a SPD. The first stage of the adoption process is to determine whether the document will require a Strategic Environmental Assessment. We consulted Natural England, The Environment Agency and English Heritage on our provisional assessment that no Strategic Environmental Assessment under the 2004 regulations was necessary for the SPD. We have published the final statement that no SEA is required, taking account of the responses of these bodies.

Consultation

We are now consulting on the draft Arborfield and Newland Village Design Statement. Village Design Statements (VDS) are prepared by local communities with support of Parish Councils to provide a detailed description of the character of an area to be used in determining planning applications. We currently have 11 Village Design Statements which are part of the adopted Borough Design Guide Supplementary Planning Document. The Arborfield and Newland Village Design Statement has been presented for adoption as a standalone SPD.

Consultation documents

- Public notice of Arborfield and Newland Village Design Statement

Letter send to LDF Database:

Tel: 0118 974 6456 (Direct Line)
Email: rebecca.bird@wokingham.gov.uk

10 November 2014

To: as per email distribution list

Dear Sir or Madam



WOKINGHAM
BOROUGH COUNCIL

Land Use & Transport

P.O. Box 157

Shute End, Wokingham

Berkshire RG40 1WN

Tel: (0118) 974 6000

Fax: (0118) 974 6770

**Consultation on Draft Arborfield & Newland Village Design Statement
Notice under Regulation 13 of the Town and Country Planning (Local Development)
(England) Regulations 2004**

I am pleased to consult you about the document described above and enclose a copy of the formal statutory notice at the end of this letter. The consultation document is a Village Design Statement (VDS), which was prepared by Arborfield & Newland Parish Council to provide a detailed description of the character of the parish to be used in determining future planning applications, in accordance with Countryside Agency guidelines. Wokingham Borough Council currently has 11 VDS, which are part of the adopted Borough Design Guide SPD. The Arborfield & Newland Village Design Statement has been presented for adoption by Wokingham Borough Council as a standalone SPD.

Copies of the document are available for inspection from 11th November 2014 at the Council's Shute End Offices, Wokingham during normal office hours Monday to Friday 8.30am to 5.00pm and is also available to view on the Council's website at <http://www.wokingham.gov.uk/planning/developers/designspd/>.

Representations are invited on the above document and may be accompanied by a request to be notified at a specified address of the adoption of the SPD. All representations should be sent either in writing to Rebecca Bird, Neighbourhood Planner, Wokingham Borough Council, Council Offices, Shute End, Wokingham, RG40 1WN or by email to policyandplans@wokingham.gov.uk. Only representations that arrive at the Council's specified address within the six week period commencing on 11th November and ending at 5pm on 23rd December 2014 may be considered as of right.

I look forward to receiving your comments. The Council's Executive is scheduled to consider adoption of the Village Design Statement on 28 March 2015.

Please note that you are receiving this notification as you are on our database as expressing interest in planning policy. To meet our data protection act duties, we will be closing this database. If you would like to be included in future notifications regarding any planning policy consultations, please contact us with an expression of interest by emailing policyandplans@wokingham.gov.uk or by calling 0118 974 6478.

Yours faithfully

Rebecca Bird
Neighbourhood Planner

Notice of Consultation, included in letter and email:

**WOKINGHAM BOROUGH COUNCIL
NOTICE OF CONSULTATION**

**PLANNING AND COMPULSORY PURCHASE ACT 2004
The Town and Country Planning (Local Development) (England) Regulations 2004**

**Notice of Consultation on the
Arborfield & Newland Village Design Statement (Regulation 13)**

Arborfield & Newland Parish Council has prepared the above document and submitted it to Wokingham Borough Council for adoption as a Supplementary Planning Document (SPD). If adopted, the Village Design Statement (VDS) will provide more detailed advice on how policies CP1 and CP3 in the adopted Core Strategy together with policy CC01 of the Adopted MDD will be applied and will provide further guidance through which to shape future development, reinforce local distinctiveness and provide a framework for future physical changes in Arborfield & Newland Parish.

The Council consulted on its provisional view that a Strategic Environmental Assessment (SEA) was not required for the VDS and the responses received accepted this view.

Copies of the above document along with the SEA determination statement are available for inspection from the 11th November 2014 at the Council's Shute End Offices, Wokingham during normal office hours Monday to Friday 8.30am to 5.00pm. The document is also available to view on the Council's website at: <http://www.wokingham.gov.uk/planning/developers/designspd/>.

Representations are invited on the Village Design Statement. Representations may be accompanied by a request to be notified at a specified address of the adoption of the SPD.

All representations should be sent either in writing to Rebecca Bird, Neighbourhood Planner, Wokingham Borough Council, Council Offices, Shute End, Wokingham, RG40 1WN or by email to policyandplans@wokingham.gov.uk. Only representations that arrive at the Council's specified address within the six week period commencing on 11th November and ending at 5pm on 23rd December 2014 may be considered as of right.

Heather Thwaites
Director, Environment

Dated: 10th November 2014

Consultation Statement for SPD, available on WBC website:

CONSULTATION STATEMENT OF SUPPLEMENTARY PLAN DOCUMENT

Per The Town and Country Planning (Local Planning) (England) Regulations 2012 Regulation 12(a) and The Environmental Assessment of Plans and Programmes Regulations 2004 Regulation 11

Title: Draft Arborfield & Newland Village Design Statement Supplementary Planning Document (SPD)

Subject Matter and Area Covered: Village design statements provide an assessment of local character and distinctiveness as valued by local people. Local communities can prepare a VDS to provide design guidance so that new development is in keeping with local character. A VDS supplements policies and information contained within the Local Plan. The Arborfield & Newland VDS applies to the area covered by Arborfield & Newland Parish.

Names of consultees: As the draft SPD was created by Arborfield & Newland Parish Council with Wokingham Borough Council providing an advisory role in its production, the Council has not consulted on the preparation of the draft document. The parish consulted on the draft document, which is detailed on pages 26-27 of the draft document. Wokingham Borough Council is consulting on the draft SPD for the six week period commencing on 11th November and ending at 5pm on 23rd December 2014. Copies of the document are available for inspection at the Council's Shute End Offices, Wokingham during normal office hours Monday to Friday 8.30am to 5.00pm and are also available to view on the Council's website at: <http://www.wokingham.gov.uk/planning/developers/designspd/>.

The Council consulted Natural England, The Environment Agency and English Heritage on its provisional assessment that no Strategic Environmental Assessment under the 2004 regulations was necessary for the SPD. The Council alongside the SPD has published its final statement that no SEA is required, taking account of the responses of these bodies.

How the consultees were consulted: Not applicable.

A summary of the main issues in the consultation: Not applicable.

How the main issues were addressed in the SPD: Not applicable.

Poster displayed on Parish Noticeboards and in Community Buildings:



Arborfield and Newland Village Design Statement

Have your say

Arborfield and Newland Parish Council have created a Village Design Statement (VDS) and submitted it to Wokingham Borough Council for adoption as a Supplementary Planning Document. The VDS contains guidelines on the design of future development in the Parish.

We want your views. Is the VDS a useful guide?

The document is available to view at www.wokingham.gov.uk, at the planning reception in the Council's Civic Offices at Shute End, Wokingham and at the Arborfield Village Hall.

You can write to us at: Land Use and Transport Team, Wokingham Borough Council, PO Box 157, Shute End, Wokingham, Berkshire, RG40 1WR or email us at: policyandplans@wokingham.gov.uk.

Consultation runs from 11th November 2014 and all comments must be received by 5pm on 23rd December 2014.



WOKINGHAM
BOROUGH COUNCIL

This document has been prepared by Arborfield & Newland Parish Council and submitted to Wokingham Borough Council for adoption as a Supplementary Planning Document

This page is intentionally left blank

TITLE	School Admission Arrangements 2016/2017
FOR CONSIDERATION BY	The Executive on 26 March 2015
WARD	None specific
DIRECTOR	Judith Ramsden, Director of Children's Services
LEAD MEMBER	Charlotte Haitham Taylor, Executive Member for Children's Services

OUTCOME / BENEFITS TO THE COMMUNITY

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

RECOMMENDATION

That the Executive determines the 2016/2017 admission arrangements for community and controlled schools and co-ordinated admission schemes as set out in the annexes to this report.

SUMMARY OF REPORT

The main co-ordinated admission schemes apply to all state funded schools within the Borough (including free schools and academies), and include the admission arrangements for community and voluntary controlled schools. These schemes deal with applications for entry to primary (F2 reception), junior (year 3) and secondary (year 7) schools. It also allows for co-ordination for middle schools within the primary scheme and upper school entry specifically to year 9 and year 10 (e.g. university technology colleges, The Forest School and selective schools) within the secondary scheme.

There is no longer a legal requirement to co-ordinate in-year admissions except to community and voluntary controlled schools. The local authority has proposed an in-year co-ordinated admissions scheme, which if adopted would apply to all community and voluntary controlled schools; the participation of voluntary aided schools, free schools and academies is subject to agreement by the individual trust/governing body.

Some minor changes are proposed to the 2015/2016 admission arrangements which Children's Services Leadership Team and the School Admissions Forum considered did not require formal consultation, according to current legislation. The changes are detailed later in this report.

Admission matters are reviewed and determined annually, subject to consultation unless no changes are proposed.

The proposals contained in the report do not have any direct implications for the Council's capital or revenue budgets.

Background

Under the Education and Skills Act 2008 (as amended) and the statutory School Admissions Code, admission authorities must consult annually on their admission arrangements (or at least every seven years where no changes are proposed). The Council is responsible for setting the admission arrangements for community and voluntary controlled schools. Individual governing bodies are responsible for consulting and setting the admission arrangements for the nine voluntary aided schools and six academy/free schools ("own admission authority schools") in the Borough. Last year, Wokingham consulted between December 11, 2013 and February 6, 2014 on the 2015/2016 arrangements which were subsequently determined by the Council's Executive Committee at its meeting in March 2014.

Local authorities must also agree co-ordinated schemes for school admissions in their area. These provide that parents can apply to their home authority for admission to any state-funded schools, including schools in other authorities, and receive a single offer of a place. This applies to the main admission rounds for entry to primary; transfer from infant to junior, and transfer from primary to secondary education. Applications are also co-ordinated for middle and upper schools within the primary and secondary co-ordinated schemes.

In addition the Council operates a co-ordinated scheme for in-year applications for school places within its area. Whilst this scheme is no longer a statutory requirement; clarification has been received from the Department for Education that local authorities are required to co-ordinate in-year admissions for community and voluntary controlled schools, and those voluntary aided and academy/free schools which agree to participate in the scheme. Currently all own admission authority schools in the borough are included within the in-year co-ordinated scheme.

The value of the in-year co-ordinated scheme is that it ensures that children who arrive in the borough or whose parents wish to change school mid-year are swiftly allocated school places, where possible in line with parental preference. Where a place cannot be offered in line with parental preference, parents are notified of their statutory right to appeal and allocated the most accessible school with places available. It further ensures that multiple place offers are not held for one child, so maximising the potential supply of places for all children. Without the in-year co-ordinated scheme alternative arrangements would be required to monitor allocations and to consider applications for places at those schools where the Council administers admissions on behalf of the school.

Admission arrangements for each school year must be decided by April 15 in the previous year. Therefore the 2016/2017 arrangements must be decided by April 15, 2015. Once decided, there is a statutory duty to administer admissions strictly in accordance with the determined arrangements, without variation except in prescribed circumstances to meet a change in school organisation, a change in law, or to comply with a decision by the Office of the Schools Adjudicator.

Determination of the co-ordinated admission schemes must be notified to the Secretary of State for Education by April 15 in the previous year; failure to do so can mean that a scheme is imposed on the local authority.

All schools' determined admission arrangements within its area must be sent to the

local authority to enable it to publish the details on its website and notify how objections can be made by 1 May of the previous year.

A new School Admissions Code was published on 19 December 2014 which included a number of changes to be made to admission arrangements for 2016/2017. As there are no substantive changes to be made to the 2015/2016 arrangements; Children’s Services Leadership Team and the School Admissions Forum considered that no formal consultation is required as the changes proposed below are those simply required to comply with current legislation.

Analysis of Issues

The changes to be made are listed here and expanded below:

- The setting of sixth form admission numbers for external applicants at community secondary schools
- The inclusion of reference to Education, Health and Care Plans in addition to Statements of Special Educational Needs
- Clarification to Criterion A – looked after and previously looked after children including amendments to the Orders referred to the Code
- Clarification to the wording of the sibling clauses to make clear that the rule applies to siblings attending the school 'at the time of application'
- Clarification of the process for summer born children F2 reception whose parents may request that their child works out of normal year group.
- Date changes to reflect the difference in year.

- **The setting of sixth form admission numbers for external applicants**

The new School Admissions Code (section 1.2) makes clear that all admission authorities must set an admission number for each relevant age group and this includes year 12 where the school admits external applicants to the sixth form. Following consultation with each school, it is proposed to apply a small admission number for year 12 to allow the schools to admit external applicants to their sixth forms as follows:

The Bulmershe School	20
The Emmbrook School	20
St Crispin’s School	30
Waingel’s College	10

Children already attending the school continue to remain at the school provided they meet the course requirements.

It is proposed that the sixth form admission policy is changed to provide an external admission number for year 12.

- **Reference to Education, Health and Care Plans**

The Code now requires under section 1.6 that all children whose statement of special educational needs (SEN) or Education, Health and Care (EHC) plan names the school **must** be admitted to a school.

An Education Health and Care plan will, after assessment and over a prescribed period of time, replace a Statement of Special Educational Needs under new legislation described under Section 37 of the Children and Families Act 2014 specifying the special education provision required for that child.

It is proposed that the admission arrangements are changed to include children with an Education, Health and Care Plan.

- **Clarification to Criterion A – looked after and previously looked after children**

1.7 of the new Code requires that the highest priority **must** be given to looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Further references to previously looked after children in the Code means such children who were adopted (or subject to child arrangements orders or special guardianship orders) immediately following having been looked after.

The previous Code restricted admission to some previously looked after children as it referred only to children adopted from care under the terms of the Adoption and Children Act 2002 section 46. The DFE has amended the legislation to include those children adopted from care prior to the Act under the Adoption Act 1976 (section 12) and changes as a result of the introduction of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

It is proposed that the admission arrangements are changed to reflect the changes to legislation as it affects criterion A.

- **Clarification to the wording of the sibling clauses**

The council consulted on changes to the sibling clauses for the 2015/16 admission arrangements, however it is considered that the wording can be made clearer to show that the rule applies to siblings attending the school 'at the time of application'. The inclusion of this distinction was the subject of an adjudication by the Office of the School's Adjudicator and is recommended to be applied to all admission arrangements. There are no further changes to the wording under these criteria and the exceptions to this rule are clear (e.g. infant to junior transfer).

It is proposed that the admission arrangements are changed to include the wording "at the time of application".

- **Clarification of the process for summer born children F2 reception whose parents may request that their child works out of normal year group**

The DFE has issued guidance (September 2014 and December 2014) regarding the process for the admission of children whose parents may request that their child works out of their chronological year group and the new Code (sections 2.17, 2.17A and 2.17B) now confirms that admission authorities must make clear in their admission arrangements the process for requesting admission out of the normal age group.

Whilst Wokingham Borough Council has a policy within the existing arrangements on how the council will consider such requests, the new Code is more prescriptive as to how such requests for summer-born children whose parents are due to apply for their child to start school must be considered and what the parent and the admissions authority must do.

The proposed admission arrangements are changed to include a section clarifying the processing of requests to work outside the normal year group and separate guidance is being prepared for parents, early years' settings, schools and officers on this subject including information on the ramifications of taking the decision to do so. The proposed wording states on page 7:

“Children are normally allocated to their chronological year group. Where a parent considers that their summer-born child will not be ready and would like their child to work a year behind; the admissions authority would consider such requests in accordance with their policy relating to admission outside the normal age group (the council's is shown on page 9 of Appendix A). In order that such requests (supported by evidence from relevant professionals) can be fully considered, the parent will be asked to submit their request together with an application for the normal age group by the deadline. This ensures that if the request is refused, the child's application for preferred schools will not be disadvantaged and the request can be considered appropriately including the views of the preferred schools either prior to the offer date or after. The parent will be informed of the implications of making such a request.

If the request is agreed, their application for the normal age group may be withdrawn before a place is offered. If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to year one for the September following the child's fifth birthday. Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year. Requests to continue working out of normal age group would need to be made whenever the child moves schools.

An admissions panel will make decisions for community and voluntary controlled schools based on the circumstances of each case and in the best interests of the child concerned. (Where preferences are expressed for own admission authority schools, the parent must submit information to each school for consideration.) Consideration will include taking account of the parents' views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher of the school concerned and the child's early years setting will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision and where possible, the decision will be made prior to the offer date for the child's chronological year group.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application

of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.”

It is proposed that the admission arrangements are changed to include more information on the process for parental requests for their child to work out of their chronological year group.

- **Date changes to the co-ordinated schemes**

The proposed timetable for the co-ordinated schemes is below and the proposed arrangements have been changed to reflect it. Schools were notified in early January that the council was not intending to consult on any changes and the following timetable was included in The Education News:

PROPOSED TIMETABLE CO-ORDINATED ADMISSION SCHEMES 2016/2017	
Date	Action
July 8, 2015	Maintained schools to provide school information to enable composite prospectus to be compiled
By September 11, 2015	Application packs for secondary transfer to be distributed via primary schools and on request
By September 12, 2015	Composite prospectus published on council's website
September 11, 2015	Online admissions open for applications for transfer to secondary school
October 31, 2015	National closing date for secondary transfer applications
November 25, 2015	Secondary transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration
November 2015	Application packs to be posted for entry to primary to parents who are either attending Wokingham borough early years' settings or who have registered with the school admissions team or who are transferring to junior school to be distributed via infant schools or on request,
November 12, 2015	Online admissions open for applications for entry to primary and transfer to junior school
January 15, 2016	National closing date for evidence to be provided to meet Wokingham Borough Council criteria for those transferring to secondary school; transferring to junior school; or starting school.
January 15, 2016	Ranked lists to be submitted to the local authority by own admission authority schools for secondary transfer
February 10, 2016	Entry to primary and junior transfer applications to be forwarded to Wokingham Borough own admission authority schools for

	consideration
February 16, 2016	SEN Team to inform parents of pupils transferring to secondary school or to junior school with statements of special education need of their allocated school
By February 28, 2016	Appeals timetable published to website (own admission authority schools will publish details on the school's website)
March 1, 2016	National secondary offer day – letters posted by first class post (the next working day after 1 March)
March 15, 2016	Secondary transfer: Deadline for accepting the offer of a place Late applications to be processed Waiting list information available
March 15, 2016	Ranked lists to be submitted to the local authority by own admission authority schools for the entry to primary and junior transfer
March 31, 2016	Final co-ordination with other local authorities for entry to primary and junior school transfer
April 14, 2016	Closing date for notification of a secondary appeal to be heard together
April 18, 2016 (next working day)	National offer day for primary applications for those starting school and transfer to junior school offer day – letters posted by first class post
May 3, 2016	Entry to primary and junior transfer: Deadline for accepting the offer of a place Late applications to be processed Waiting list information available
May 18, 2016	Closing date for notification of an entry to primary or junior transfer appeal to be heard together
End May/early June 2016	Local authority to advise schools of final allocation details
May/June 2016	Secondary appeals to be heard in accordance with published timetable
June/July 2016	Starting school and junior transfer appeals to be heard in accordance with published timetable

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	None		n/a
Next Financial Year (Year 2)	None		n/a
Following Financial Year (Year 3)	None		n/a

Other financial information relevant to the Recommendation/Decision

The proposals contained in the report do not have any direct implications for the Council's capital or revenue budgets.

Cross-Council Implications

The School Admissions Code expects admission arrangements to promote sustainable travel and equal access to educational opportunities, in providing a fair system of school admissions that allows families to express school preferences and to access places at local schools.

Robust and fair admission arrangements mitigate the risk of unforeseen additional revenue and capital costs to the local authority and individual schools arising as a consequence of successful admission appeals.

List of Background Papers

Proposed admission arrangements
School Admissions Code 2014 and School Admissions Appeals Codes (2012) and associated School Admissions Regulations.

Contact	Alan Stubbersfield	Service	Children's Services
Telephone No	07963 785829	Email	alan.stubbersfield@wokingham.gov.uk
Date	13 March 2015	Version No.	1.1



**WOKINGHAM
BOROUGH COUNCIL**

Children's Services

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

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

For entry to schools in

2016/2017

CONTENTS

	Page
Section A: Introduction (including scheme timetable)	2
Section B: Scheme for primary schools	5
Section C: Scheme for secondary schools	19
Section D: Scheme for new school inclusion in co-ordinated schemes	29
Section E: Relevant area	31

A) DRAFT CO-ORDINATED ARRANGEMENTS FOR SCHOOL ADMISSIONS FOR ENTRY FROM SEPTEMBER 2016 to AUGUST 2017.

INTRODUCTION

1 Purpose of the c-ordinated schemes

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

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

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

2 Timetable for consultation and decision

The 2015/2016 co-ordinated schemes were formulated by the local authority, in consultation with other admission authorities and the Schools Admissions Forum. Statutory consultation lasted at least eight weeks and was completed by March 1 2014. As these proposed co-ordinated schemes and admission policies are largely unchanged from the 2015/2016 admission arrangements which were determined in March 2014, it was decided by Children Services Leadership Team that there was no requirement to consult, as the changes to be made are prescribed by the School Admissions Code published in December 2014 and relevant legislation.

The local authority must have formulated a co-ordinated scheme for state funded schools in their area by January 1, 2015. Schools were notified of the changes to be made and the proposed dates for co-ordination. The final schemes will then be approved by the Council's Executive, and notified to the Secretary of State by the statutory deadline of April 15, 2015.

The table below summarises this process:

December 2, 2014	Prior consideration by the Admissions Forum of proposed changes to the co-ordinated Scheme.
November 2014 to 1 March 2015	If changes are proposed or at least every seven years; eight week consultation between 1 November and 1 March of the year before those arrangements are to apply. Applicable to the council as admission authority for community and voluntary controlled schools, and the Governing Bodies of Academy, Aided and Foundation Schools
March 1, 2015	Statutory date by which consultation must be completed

March 10, 2015	Further consideration by the Admissions Forum of the proposed changes together with the outcome of the consultation, if applicable
March 26, 2015	Admissions arrangements to be considered and determined by Council's Executive
April 15, 2015	Statutory deadline for co-ordinated schemes to be determined and notified to the Secretary of State

3 Admission Numbers

Children's Services carries out a Net Capacity Assessment of all maintained schools in Wokingham Borough (excluding Academies unless commissioned to do so) to determine the Indicated Admission Number for individual schools. Admission authorities must have regard to this number when identifying published intakes within their admission arrangements. Wokingham Borough publishes the admission number (either the **Indicated Admission Number** or, where a different intake is agreed in consultation with the school's governing body, the resulting **Planned Admission Number**) for all community and voluntary controlled schools. Together with the admission numbers determined by governing bodies for voluntary aided, academy and foundation schools, these are published in the Parent's Guide's to Admissions which forms the authority's composite prospectus. The admission numbers proposed to apply for entry from September 2016 are set out within the Primary and Secondary Co-ordinated Schemes (pages 18 and 29).

4 Timetable for Co-ordinated Admissions Schemes 2016/2017

PROPOSED TIMETABLE CO-ORDINATED ADMISSION SCHEMES 2016/2017	
Date	Action
July 8, 2015	Maintained schools to provide school information to enable composite prospectus to be compiled
By September 11, 2015	Application packs for secondary transfer to be distributed via primary schools and on request
By September 12, 2015	Composite prospectus published on council's website
September 11, 2015	Online admissions open for applications for transfer to secondary school
October 31, 2015	National closing date for secondary transfer applications
November 25, 2015	Secondary transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration
November 2015	Application packs to be posted for entry to primary to parents who are either attending Wokingham borough early years' settings or who have registered with the school admissions team or who are transferring to junior school to be distributed via infant schools or on request,
November 12, 2015	Online admissions open for applications for entry to primary and transfer to junior school

January 15, 2016	National closing date for evidence to be provided to meet Wokingham Borough Council criteria for those transferring to secondary school; transferring to junior school; or starting school.
January 15, 2016	Ranked lists to be submitted to the local authority by own admission authority schools for secondary transfer
February 10, 2016	Entry to primary and junior transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration
February 16, 2016	SEN Team to inform parents of pupils transferring to secondary school or to junior school with statements of special education need of their allocated school
By February 28, 2016	Appeals timetable published to website (own admission authority schools will publish details on the school's website)
March 1, 2016	National secondary offer day – letters posted by first class post (the next working day after 1 March)
March 15, 2016	Secondary transfer: Deadline for accepting the offer of a place Late applications to be processed Waiting list information available
March 15, 2016	Ranked lists to be submitted to the local authority by own admission authority schools for the entry to primary and junior transfer
March 31, 2016	Final co-ordination with other local authorities for entry to primary and junior school transfer
April 14, 2016	Closing date for notification of a secondary appeal to be heard together
April 18, 2016 (next working day)	National offer day for primary applications for those starting school and transfer to junior school offer day – letters posted by first class post
May 3, 2016	Entry to primary and junior transfer: Deadline for accepting the offer of a place Late applications to be processed Waiting list information available
May 18, 2016	Closing date for notification of an entry to primary or junior transfer appeal to be heard together
End May/early June 2016	Local authority to advise schools of final allocation details
May/June 2016	Secondary appeals to be heard in accordance with published timetable
June/July 2016	Starting school and junior transfer appeals to be heard in accordance with published timetable

B) CO-ORDINATED ARRANGEMENTS FOR PRIMARY ADMISSIONS

1 Overview of the scheme

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

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

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

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

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

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

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

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

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

Children's Services will issue all offers of places at maintained schools to parents living in the Wokingham Borough including, where applicable, offers on behalf of the governing bodies of aided, academy and foundation schools or other local authorities. Each child will receive a single offer on the national offer date of 18 April 2016. Offers will be accompanied by an acceptance form.

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

2 Nursery and Foundation 1 Admissions

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

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

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

3 Timing of entry to Primary Education

For admission to the 2016/17 academic year, the local authority will offer all children a full time school place from the September following their fourth birthday.

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

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

Children are normally allocated to their chronological year group. Where a parent considers that their summer-born child will not be ready and would like their child to work a year behind; the admissions authority would consider such requests in accordance with their policy relating to admission outside the normal age group (the council's is shown on page 8). In order that such requests (supported by evidence from relevant professionals) can be fully considered, the parent will be asked to submit their request together with an application for the normal age group by the deadline. This ensures that if the request is refused, the child's application for preferred schools will not be disadvantaged and the request can be considered appropriately including the views of the preferred schools either prior to the offer date or after. The parent will be informed of the implications of making such a request.

If the request is agreed, their application for the normal age group may be withdrawn before a place is offered. If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to year one for the September following the child's fifth birthday. Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year. Requests to continue working out of normal age group would need to be made whenever the child moves schools.

An admissions panel will make decisions for community and voluntary controlled schools based on the circumstances of each case and in the best interests of the child concerned. (Where preferences are expressed for own admission authority schools, the parent must submit information to each school for consideration.) Consideration will include taking account of the parents' views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher of the school concerned and the child's early years setting will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision and where possible, the decision will be made prior to the offer date for the child's chronological year group.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

4. Applications for Academy, Foundation or Voluntary Aided Schools

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

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

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

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

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

5 Publicity / Information

Details of the agreed scheme for entry to primary education will be publicised in advance and full details of the arrangements will be published in the Parent's Guide to Primary School Admissions. This guide will be published on the council's website by September 12, 2015 and hard copies will be sent to parents during November 2015. It is the responsibility of parents to ensure that they register their child's details with the school admissions team either on paper or online in order to receive an application pack.

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

6 Detailed arrangements of the scheme

Admission outside normal age group

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

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

interests. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

Pupils with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan

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

Non Wokingham residents wishing to apply for WBC schools

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

Wokingham residents wishing to apply for non-Wokingham schools

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

Multiple offers

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

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

Appeals

All applicants who were not allocated a preferred school will be informed of their right of appeal. Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the letter refusing a place. Children's Services will ensure that appeals are arranged for the Borough's community and voluntary controlled schools. The governing bodies of own admission authority schools must determine their own appeal arrangements, although they may choose to do so via the local authority. Applicants will be informed where the admission of additional children would breach the infant class size limit.

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

Appeals are normally heard for the year group applied for, to start in that year group; if a parent wishes to appeal for the next year group (applicable after the May half-term prior

to a September start), a parent will be asked to submit a new application form for that year group. The later application will supersede the previous application. Children's Services can then ensure that there are no new circumstances to take into consideration prior to the issuing of a letter refusing the school place.

Waiting lists

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

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received; therefore waiting lists will be reviewed and revised:

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

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

Parents will be asked to inform Children's Services if they wish to remain on waiting lists and will receive periodic requests to see if they wish to remain on the list. Where no response is received, the child's name will be removed from the waiting list. If own admission authority schools have stated that they operate waiting lists in their policies, the waiting list will transfer to the school on 31 December 2016, unless the governing body indicates that they want the local authority to hold their lists and there is agreement to this.

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

Applications made after the closing date but before offer date

The closing date for applications for school places in the normal admission round will be January 15, 2016. Children's Services will, as far as possible, accept applications that are received 'late' for a good reason, e.g. when a single parent has been ill for some time, or a family has just moved into the area or is returning from abroad, provided they are received before January 15, 2016. Changes to existing applications received after January 15, 2016 will be considered as 'late' and considered after the allocation.

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

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

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

All late applications will be processed by the application of the admissions criteria where necessary. Where possible a place will be offered at a preferred school with places available. If this cannot be achieved a place will be allocated at the designated area

school (if there are places available) or the most accessible school to the home address with vacancies if they live in the Wokingham Borough. No offer will be made to those children living in outside of the Borough as it is the responsibility of the home authority to provide a school place. Parents retain the right of appeal.

Change of preference

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

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

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

Admission to Junior Schools

These arrangements will be managed centrally by Children's Services. Using existing data, Children's Services will pre-print application forms for all year 2 pupils, living in the Wokingham Borough, registered at Wokingham Borough infant schools in October 2015. These forms will be sent to parents via their infant school in November 2015 together with information on schools, timeline and process map and information advising parents where they can access the Parent's Guide to transferring into year 3 of a junior school in Wokingham Borough on the website or request a hard copy. Forms will also be available from Children's Services for any other parents living in the Wokingham Borough of children in year 2 wishing to apply to transfer to Borough junior schools including those on year 2 waiting lists.

Consideration will only be given to any preference expressed for a primary school after the May half-term 2016 in accordance with the in-year co-ordinated scheme.

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

Parents will apply for a place at a junior school by the same deadline as for first admission to infant and primary schools. Children's Services will issue all offer and refusal letters as detailed in the authority's timetable. Parents will be offered the right of appeal if necessary.

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

Admission to middle schools in other local authorities

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

Oversubscription Criteria

Children with statements of special educational needs or an Education Health and Care Plan that name a school in the statement or plan are required to be admitted to the school that is named. The governing body does not have the right to refuse admission.

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

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

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

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

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

- F** Children whose permanent home address is **outside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 4 and 5)
- G** Any other children

Note 1

A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services 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 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 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 orders detailed above.

Note 2

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 will not be taken into account in the main

allocation of places but may if agreed by panel; affect the applicant's position on a school's waiting list after offer day.

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

Note 3

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

Note 4

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

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

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

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

Note 5

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

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

Tie Breaker

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

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

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

Designated Area

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

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

Residency Requirements

Home address

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

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

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already own a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The latest date for submission of evidence to support a move is January 15, 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 address cannot be used to obtain school places. Where an applicant has two or more properties, evidence will be required showing the rental or disposal of the previous property. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

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

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

Split living arrangements

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

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

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

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

Applicants from abroad

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

Service Families

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

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

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

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

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

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

10 Admission Numbers for 2016/2017

PRIMARY SCHOOLS	PUBLISHED ADMISSION NUMBER	Admission No. indicated by Net Capacity Assessment***
Aldryngton Primary School	45	45
All Saints CE Primary School (Aided)**	45	45
Bearwood Primary School	40	40
Beechwood Primary School	45	42
Charvil Piggott Primary School (part of The Piggott School)**	30****	-
Colleton Primary School, The	60	37*
Coombes CE School, The	75	75
Crazies Hill CE Primary School	15	15
Earley St Peter's CE Primary School (Aided)**	70	70
Emmbrook Infant School	60	60
Emmbrook Junior School	64	60
Evendons Primary School**	50	-
Farley Hill Primary School	30	26
Finchampstead CE Primary School (Aided)**	17	17
Gorse Ride Infant & Nursery School	60	58
Gorse Ride Junior School	64	60
Grazeley Parochial CE Primary School (Aided)**	15	12
Hatch Ride Primary School	30	30
Hawkedon Primary School	90	70*
Hawthorns Primary School, The	60	61
Highwood Primary School	30	30
Hillside Primary School	60	60
Keep Hatch Primary School	60	60
Lamb's Lane Primary School	30	34
Loddon Primary School, The	60	60
Nine Mile Ride Primary School	50	50
Oaklands Infant School	60	60
Oaklands Junior School	62	60
Polehampton CE Infant School	60	52
Polehampton CE Junior School	60	60
Radstock Primary School	60	60
Rivermead Primary School	60	53
Robert Piggott CE Infant School	45	40
Robert Piggott CE Junior School	49	49
Shinfield Infant & Nursery School	90	60*
Shinfield St Mary's CE Junior School (Aided)**	63	43
Sonning CE Primary School (Aided)***	30	30
South Lake Primary School	60	60
St Dominic Savio Catholic Primary School (Aided)**	60	60
St Nicholas CE Primary School	20	20
St Paul's CE Junior School	96	96
St Sebastian's CE Primary School (Aided)**	24	24
St Teresa's Catholic Primary School (Aided)**	45	34
Walter Infant School	90	86
Wescott Infant School	56	50
Westende Junior School	60	60
Wheatfield Primary School**	30	-
Whiteknights Primary School	60	60
Willow Bank Infant School	60	60
Willow Bank Junior School	60	67
Windmill Primary School**	30	-

Winnersh Primary School	60	60
Woodley CE Primary School	45	44

There is no longer a requirement to consult on an increase in admission numbers for individual schools. This table may be amended when admission arrangements are determined, including any school net capacity assessments reviewed during 2014 – 2015. In some cases, there may be proposals associated with schemes for school expansion which require separate statutory determination. These expansions are subject to separate consultation in parallel with consultation on school admission arrangements. If the school expansions are not approved prior to the determination of the local authority's admission arrangements; the original admission number as stated in this table will be determined, but this may be varied at a later stage (as a permitted variation) to implement the school expansion proposals, if approved. Admission numbers may also be increased by the admission authority after determination where there is due to an unforeseen major change in circumstances.

*These net capacities were carried out prior to the school expansions.

**Own admission authority schools included for completeness but admission numbers will determined by the school's governing body.

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

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

C) CO-ORDINATED ARRANGEMENTS FOR SECONDARY ADMISSIONS FOR ENTRY FROM SEPTEMBER 2016 TO AUGUST 2017

1 Overview of the co-ordinated scheme

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

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

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

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

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

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

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

Children's Services will send other local authorities details of applications for their schools in November 2015. Own admission authority schools apply their admission criteria, including any selection tests, and send their own local authority a list indicating the order in which all children applying have priority by reference to oversubscription criteria.

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

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

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

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

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

On March 1, 2016, Children's Services will write to all parents resident in Wokingham Borough who completed an application form, informing them of their child's allocated school place. It will be stated if the offer is being made on behalf of a school that is its own admission authority. If parents have applied online, the results may be viewed. Where a preference cannot be offered, parents will be informed of the reason why and offered the right to appeal the decision.

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

Offers will be accompanied by an acceptance form. A facility to accept first preference offers online may be available. Parents will be advised that if they fail to accept an offer of a place by March 15, 2016, the offer will be withdrawn after one further written reminder being issued. This part of the scheme is important in allowing early identification of spare places at oversubscribed schools, which can then be allocated to from waiting lists.

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

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

2 Detailed arrangements of the scheme

Admission outside the normal age group

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

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

Pupils with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan

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

Appeals

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

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

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

Waiting lists

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

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received; therefore waiting lists will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list
- When a child's changed circumstances will affect their priority
- When parents respond to periodic requests to see if they wish to remain on the waiting list
- At the end of a school year; should there be a change in the determined oversubscription criteria
- Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Parents will be asked to inform Children's Services if they wish to remain on waiting lists and will receive periodic requests to see if they wish to remain on the list. Where no response is received, the child's name will be removed from the waiting list. If own admission authority schools have stated that they operate waiting lists in their policies, the waiting list will transfer to the school on 31 December 2016, unless the governing body indicates that they want the local authority to hold their lists and the local authority agrees to this.

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

Applications made after the closing date but before offer date

The closing date for applications for school places in the normal admission round will be October 31, 2015 for secondary schools. Children's Services will, as far as possible, accept applications that are received 'late' for a good reason, e.g. when a single parent has been ill for some time, or a family has just moved into the area or is returning from abroad, provided they are received before January 15, 2016. Changes to existing applications received after January 15, 2016 will be considered as 'late' and considered after the allocation.

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

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

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

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

Co-ordination with other local authorities will continue until August 31, 2016 in order to eliminate multiple offers.

Change of preference

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

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

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

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

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

Sixth Form Admissions

As with admissions at statutory school age, parental preference will be met where possible. Admissions are managed by each school locally, but must comply with the School Admissions Code. Wokingham Borough Council has proposed admissions arrangements for community and voluntary controlled schools that include a model sixth form admissions policy. Each school may modify that policy to set out course requirements and criteria i.e. minimum entry qualifications, responsibility for which is currently delegated to schools, together with any additional school-specific information. Policies will be published in individual school prospectuses. Admission numbers are published for sixth form admissions at community schools. The proposed model policy is included as an annex to the co-ordinated scheme (**annexe 3**)

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

Oversubscription Criteria (applicable to community secondary schools)

Children with statements of special educational needs or an Education, Health and Care Plan that name a school in the statement or plan are required to be admitted to the school that is named. The admissions authority does not have the right to refuse admission.

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

- A** 'Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order' (previously looked after children) (see note 1).
- B** Children who have exceptional medical or social needs as the grounds for their admission to a particular school (see note 2)

- C** Children whose permanent home address is **inside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school (see notes 3 and 4)
- D** Children whose permanent home address is in the schools' designated area
- E** Children whose permanent home address is **outside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school (see notes 3 and 4)
- F** Any other children

Note 1

A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services 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 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 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 orders detailed above.

Note 2

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 will not be taken into account in the main allocation of places but may if agreed by panel; affect the applicant's position on a school's waiting list after offer day.

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

Note 3

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

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

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.

Note 4

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

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

Tie Breakers

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

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

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

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

Designated Areas

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

Residency Requirements

Home address

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

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

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already own a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The latest date for submission of evidence to support a move is January 15, 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 address cannot be used to obtain school places. Where an applicant has two or more properties, evidence will be required showing the rental or disposal of the previous property. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

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

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

Split living arrangements

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

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

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

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

Applicants from abroad

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

Service Families

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

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

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

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

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

4 Admission numbers for 2016/2017

SECONDARY SCHOOLS	PUBLISHED ADMISSION NUMBER	Admission No. indicated by Net Capacity Assessment**
The Bulmershe	240	231
The Emmbrook	210	201
The Forest*	200	-
The Holt*	210	-
Maiden Erlegh*	278	-
Oakbank School*	112	-
The Piggott CE*	203*	-
St Crispin's	189	189
Waingels College	240	220

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

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

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

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

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

New schools may be included as part of the co-ordinated scheme where requested by the sponsor and with the agreement of the local authority. Parents will have the opportunity of applying for new schools as part of the co-ordinated admissions scheme where initial approval is given by the Secretary of State for Education prior to the production and publication of the Parent's Guide (publication required by 12 September in the year prior to entry).

Parents must apply to Wokingham Borough Council, by including the school(s) as a preference on the application form as part of the co-ordinated admissions scheme. The application must be returned, or submitted online, to Wokingham Borough Council by the national closing dates: January 15, 2016 (primary) or October 31, 2015 (secondary).

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

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

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

When final approval to open has been given by the Secretary of State for Education made by the issuing of the Funding Agreement prior to March 24, 2016 (primary) or January 29, 2016 (secondary); offers for the schools will be made by Wokingham Borough Council on behalf of the academy trust board of each school on national offer day and parents will be asked to confirm acceptance within 14 days.

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

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

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

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

E) RELEVANT AREA

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

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

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

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

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

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

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

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



**WOKINGHAM
BOROUGH COUNCIL**

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

2016/2017

Proposed - part of the admission arrangements for entry to nursery schools and community and voluntary controlled schools in 2016/2017

F1 ADMISSIONS POLICY – 2016/2017

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

General

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

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

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

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

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

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

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

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

PROVISION AVAILABLE AT [insert name of nursery or FSU]

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

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

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

Admission Number

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

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

In the case of a Partnership FSU where necessary this will be carried out in conjunction with Ofsted registration for private voluntary and independent providers.

Applications

Parents should apply direct to their chosen setting by:

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

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

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

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

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

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

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

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

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

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

Allocation of places (oversubscription criteria)

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

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

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

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

F Children whose permanent home address is **outside** the designated area for the linked school (or RG5 post code area for The Ambleside Centre) and who, at the time of application, has a sibling who is expected to be at the linked school or the setting when the child will enter the setting (see notes 3 and 4)

G Any other children

Notes on the above oversubscription criteria:

Note 1

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

Note 2

A “looked after child” is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services 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 arrangement 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 Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangements 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 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 orders detailed above.

Note 3

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

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

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

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

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

Note 4

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

Tie Breaker

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

Waiting Lists

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

Late Applications

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

Applications received after the normal admissions round

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

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

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

Accepting or declining the offer of a place

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

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

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

Offers of entitlement hours

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

Charges

No charge will be made for admission, nor will any refundable deposit or administration fees be charged to secure a place. Charges may be made for

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

Exceeding capacity and appeals against non-admission

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

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

Admission to the School

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

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

Glossary

Maintained Nursery School	Defined by the Education Acts 1996 and 2002. A school which is maintained by the local authority for pupils aged between three and five, and which is not a special school.
Nursery/Foundation Class	Foundation 1 (F1) - class in any school comprising children who have their fourth birthday during the school year and any other children with whom it is appropriate to educate them. This is usually the year before children attend a reception class (Foundation 2 – F2).
Foundation Stage Unit	Integrated provision provided by a maintained school which takes part-time F1 (nursery) children allocated by the school as well as part or full-time F2 (Reception) places allocated by local authority and they will learn together as one unit. A child in F1 still receives a part-time free entitlement place of 15 hours.
Partnership Foundation Stage Unit	Where a voluntary early year's provider and a maintained school work together to provide integrated provision as a Foundation Stage Unit.
Early years setting	A generic term for providers of Early Years Foundation Stage care and learning
PVI	Private, voluntary or independent provider of early years care and learning e.g. day nursery, pre-school or independent school
Published Admission Number	The number of places that the admission authority must offer in each relevant age group of a setting for which it is admission authority.
Oversubscription	Where a setting has a higher number of applicants than the setting's published admission number each year
Designated Area	A geographical area, from which children may be given priority for admission to a setting
Application Deadline	Date by which applications must be received for initial consideration for a place
Late Application	Application received between the application deadline and the date agreed for communication of offer of places
In-year Application	Application received after the date agreed for communication of offer of places
Waiting List	A list of children held and maintained by the admission authority when the setting has allocated all its places, on which children are ranked in priority order against the published oversubscription criteria
Home Address	Where the child spends the majority of the whole school week (Sunday night 1800hrs to Friday 0900hrs) including nights, or of the relevant part of the school week.
Looked after child/previously looked after child	<p>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).</p> <p>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</p>

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

LOCAL AUTHORITY GUIDANCE ON FOUNDATION STAGE ONE (F1) ADMISSION POLICY 2016/2017

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

1. Entitlement to early learning and care

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

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

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

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

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

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

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

2. Inclusion

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

3. Background

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

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

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

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

4. Applying for first admission to school

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

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

5. After allocation

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

6. Consultation

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

7. Start dates

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

8. Use of personal data

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

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

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

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

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

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



**WOKINGHAM
BOROUGH COUNCIL**

WOKINGHAM BOROUGH COUNCIL - CHILDREN'S SERVICES

APPLICATION FOR A FOUNDATION ONE (F1) PLACE

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

Name of Setting:

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

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

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

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

.....

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

Name of Parent/Carer: TitleInitials.....Surname.....

Relationship to ChildHome Telephone

Alternative Work or Mobile contact numbers

Email.....

Your address if different to that of your child:

.....

..... Post Code

Is your child resident at more than one address?

YES / NO

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

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

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

Does your child have a Statement of Special Educational Needs or an Education, Health and Care Plan?

YES / NO

Does your child have identified additional needs not covered by a Statement of Special Educational Need or an Education, Health and Care Plan? **YES / NO**
If yes please enclose supporting documentation from a professional person e.g. Educational Psychologist

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

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

Name(s).....

Date(s) of Birth.....

Setting/School

Declaration:

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

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

<p>SETTING USE ONLY Birth Certificate seen by: Date:</p>

INFORMATION FOR PARENTS

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

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

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

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

Signed: _____ (Parent/Carer) Date: _____

YOUR CHILD'S ENTITLEMENT TO FREE EARLY LEARNING AND CARE

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

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

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

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

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

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

Reasons:

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

_____enter other provider name)

Parent/carer: _____ Date: _____

Headteacher or Foundation Stage Co-ordinator: _____



**WOKINGHAM
BOROUGH COUNCIL**

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

2016/2017

Introduction

This is the proposed scheme for the local co-ordination of in-year admissions for the 2016/2017 academic year across the Wokingham Borough. Whilst there is no requirement in the School Admissions Code to co-ordinate in-year applications for the offer year 2016/2017, a local co-ordinated scheme will be in operation for community and voluntary controlled schools for which the local authority is the admissions authority and for own admission authority (e.g. Academy or voluntary aided) schools where there is an agreement to do so.

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

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

In-year admission arrangements

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

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

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

The scheme does not apply to:

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

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

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

Timing of applications

Applications will be considered **half-a-term** in advance of the place being required. For entry to school at the start of term or half-term, an application will need to be received by the

School Admissions Team, 15 school days in advance of the commencement date. Any applications received in advance of this will be held on file until the appropriate time, with the exception of crown service, service families or look-after children.

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

Applications

Applications should be made using the Wokingham Borough application form to apply for schools within the Borough. The common application form is available on request or can be downloaded at: www.wokingham.gov.uk/admissions. An online application facility is available for parents to apply via the council's website. An application form allowing a single preference will be available for own admission authority schools outside the scheme.

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

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

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

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

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

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

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

Out of Borough applications

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

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

Additional information to support applications

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

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

Supporting evidence will be required to meet some oversubscription criteria, please see notes to each criterion for further information.

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

To determine and support applications made under Fair Access Protocol; the current school may be requested to provide further information. Where requested, the school is asked to advise the School Admissions Team within three school days of the request for information.

Receipts for/acknowledgements of applications

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

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

Offers

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

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

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

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

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

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

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

Places will be offered on the basis of the child's chronological age. Where a child is in a different year group and not already attending a Wokingham Borough maintained school, supporting documentation will be required from the child's current school giving reasons for this for consideration by an admissions panel. (See page 16 - Children working out of the normal year group). Places can only be allocated to children working outside their normal year group with the consensus of the receiving school.

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

Acceptance of school place

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

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

The letter of offer will specifically request parents to advise the School Admissions Team if the place is not being accepted for any reason. If the child is living in the Wokingham

Borough and the parent is not accepting the offered place they should advise what alternative arrangement has been made for the child.

Availability of school places

Parents may express a preference for up to **four** schools within the scheme and consideration will be given to each preference. It should be noted that where parents apply in-year, this means that places are being sought for year groups that have been allocated during the general transfer rounds:

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

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

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

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

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

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

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

Admission numbers

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

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

We are unable to allocate over a school's admissions number as too many children being admitted to a particular school could lead to overcrowding or pressure on facilities and other

resources. The only exception is where places are allocated under the Fair Access Protocol. The Fair Access Protocol includes:

- Young people at risk of or at permanent exclusion
- Managed transfers between secondary schools
- Managed transfers between primary schools
- Children at particular risk of missing education known as “vulnerable children”

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

Details are available at: www.wokingham.gov.uk/admissions or copies of the protocols may be obtained on request to the School Admissions Team.

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

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

Children with statements of special educational needs or an Education, Health & Care Plan that name a school in the statement or plan are required to be admitted to the school that is named. The governing body does not have the right to refuse admission.

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

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

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

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

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

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

Note 1

A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services 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 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 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 orders detailed above.

Note 2

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 with the application for consideration prior to the allocation of a place. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received later by the school admissions team may if agreed by panel, affect the applicant's position on a school's waiting list.

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

Note 3

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

Note 4

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

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

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

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

Note 5

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

applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

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

Tie Breaker

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

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

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

Oversubscription criteria (categories for admission) for community Secondary Schools

Children with statements of special educational needs or an Education, Health and Care Plan that name a school in the statement or plan are required to be admitted to the school that is named. The admissions authority does not have the right to refuse admission.

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

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

- A** 'Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order' (previously looked after children) (see note 1).

- B** Children who have exceptional medical or social needs as the grounds for their admission to a particular school (see note 2)
- C** Children whose permanent home address is **inside** the schools' designated area and who has a sibling at the school; who is expected to be attending the school when the child will enter the school (see notes 3 and 4)
- D** Children whose permanent home address is in the schools' designated area
- E** Children whose permanent home address is **outside** the schools' designated area and who has a sibling at the school; who is expected to be attending the school when the child will enter the school (see notes 3 and 4)
- F** Any other children

Note 1

A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services 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 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 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 orders detailed above.

Note 2

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 with the application for consideration prior to the allocation of a place. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received later by the school admissions team may if agreed by panel, affect the applicant's position on a school's waiting list.

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

Note 3

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

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

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.

Note 4

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

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

Tie Breakers

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

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line

between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

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

Residency requirements

Home address

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

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

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

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

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

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

Split living arrangements

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

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

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

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

Applicants from abroad

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

Service Families

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

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

Waiting lists

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

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received; therefore waiting lists will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list
- When a child's changed circumstances will affect their priority
- When parents respond to periodic requests to see if they wish to remain on the waiting list
- At the end of a school year; should there be a change in the determined oversubscription criteria
- Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

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

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

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

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

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

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

Appeals

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

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

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

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

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

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

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

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

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

Children working out of the normal year group

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

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

and preferred) and any relevant professionals asked for their opinion on the case by Children's Services.

Admission numbers

Admission numbers for each year group will be published in the composite prospectus published by 12 September 2016.

Designated areas

Designated areas will be as agreed as part of the main consultation. No changes to designated areas are proposed for community or voluntary controlled schools.

This page is intentionally left blank



**WOKINGHAM
BOROUGH COUNCIL**

**PROPOSED SIXTH
FORM ADMISSIONS
POLICY
FOR COMMUNITY
SECONDARY SCHOOLS
2016/2017**

Proposed - part of the admission
arrangements for entry to community
schools in 2016/2017

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

1. *Entitlement to sixth form education*

Every young person has a legal duty to participate in education or training up to their 18th birthday. This may include sixth form education.

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

The following admission numbers for external candidates only are proposed for Wokingham Borough community secondary schools. Places will be offered first to year 11 students within the school and then to external candidates provided an appropriate course is available for a suitably qualified student.

School	Admission number
The Bulmershe	20
The Emmbrook	20
St Crispin's	30
Waingels College	10

2.. *Inclusion*

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

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

3. *Background*

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

This policy does not apply to The Forest, The Holt, Maiden Erlegh or The Piggott Schools as their admission arrangements are determined by each school's Academy Trust Board.

4. *Applying for entry into sixth forms*

External applications should be made on the school's application form and forwarded to the school's Head of Sixth Form by the required deadline. The proposed application form must be submitted to the local authority by 1 October each year to ensure that it meets the requirements of the School Admissions Code. The form

must allow for applications from both parents and prospective students themselves. The form must allow applicants to give reasons for applying.

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

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

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

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

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

5. Consultation

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

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

6. Start dates

All students are required to start on, or the first school day after, 1 September 2016.

7. Use of personal data

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

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

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

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

8. *Decisions and appeals*

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

Glossary

Published Admission Number	The number of places that the admission authority must offer in each relevant age group for a school for which it is admission authority. The published admission number must relate only to those being admitted to the school for the first time and should be based on an estimate of the minimum number of external candidates likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met.
Oversubscription	Where a school has a higher number of applicants than the schools' published admission number each year
Designated Area	A geographical area, from which students may be given priority for admission to a setting
Application Deadline	Date by which applications must be received for initial consideration for a place
Late Application	Application received between the application deadline and the date agreed for communication of offer of places
In-year Application	Application received after the date agreed for communication of offer of places
Parent	A parent is defined in law (Education Act 1996) as including any person who has parental responsibility (as defined in the Children Act 1989) for a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.
Applicant	In this document, can mean either a parent or a child, as both have rights to apply and to appeal under these admissions arrangements.
Home Address	Where the student spends the majority of the school week (Sunday 1800hrs to Friday 0900hrs) including nights.
Looked after or previous looked after children	<p>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).</p> <p>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 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.</p>

**SIXTH FORM ADMISSION POLICY AT
WOKINGHAM BOROUGH COMMUNITY SECONDARY SCHOOLS**

General

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

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

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

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

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

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

Under the Education & Skills Act 2008, where an application is rejected on the grounds that the student does not meet the course entry criteria, the school may offer an alternative course of study. The student also has a legal duty to remain in learning and/or training until their 18th birthday.

Admission Number

The following admission numbers for external candidates only are proposed for Wokingham Borough community secondary schools. Places will be offered first to year 11 students within the school and then to external candidates provided an appropriate course is available for a suitably qualified student.

School	Admission number
The Bulmershe	20
The Emmbrook	20
St Crispin's	30
Waingels College	10

Applications

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

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

Offers of places to external students are subject to the school confirming date of birth or right of abode by examination of the birth certificate and/or student's passport, as appropriate. Students must have the legal right of residence in the United Kingdom at the start of their study programme. Failure to provide evidence, or providing evidence which shows the information provided at application to be incorrect, may lead to the offer being withdrawn.

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

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

Allocation of places (oversubscription criteria)

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

Young people with a statement of special educational needs or an Education, Health and Care Plan that name a school in the statement or plan are required to be admitted to the school that is named and who meet the academic requirements for the course. The admissions authority does not have the right to refuse admission.

The following oversubscription criteria will be used to allocate the available places (see note one) on those courses that receive more applications meeting the course entry qualifications than can be accommodated, in descending order of priority:

- 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 arrangements order or special guardianship order' (previously looked after children) (see note 2)
- B** External students who meet the academic requirements for the level of course applied for, as published in the school prospectus.

Note 1

External admission numbers for the sixth form for each community school is shown on page 6. 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 course. Applications from those not attending the school will also be considered. 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.

Note 2

A “looked after child” is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services 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 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 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 orders detailed above.

Tie Breaker

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a ‘direct distance mathematical routine’ within the Capita ONE system used by the council’s School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras’ Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

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

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

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

Waiting Lists

Waiting lists will not be held for sixth form admissions.

Late Applications

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

Applications received after the normal admissions round

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

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

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

Accepting or declining the offer of a place

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

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

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

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

Appeals

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

Applications may be rejected because the applicant does not meet minimum entry standards published for entry to the sixth form, or – in the case of external applicants – because the sixth form is full. In all cases, the school will provide a letter of

explanation to the applicant of the decision to reject their application together with an explanation of how to appeal.

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

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

Tel No:0118 974 6053

Information on appeals is also available at:

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

TITLE	Arborfield Cross Relief Road
FOR CONSIDERATION BY	The Executive on 26 March 2015
WARD	Arborfield
DIRECTOR	Heather Thwaites, Director of Environment
LEAD MEMBER	John Kaiser, Executive Member for Planning and Highways

OUTCOME / BENEFITS TO THE COMMUNITY

Significant traffic relief for local residents and improved traffic capacity on a key route in the Borough.

Ensures appropriate mitigation of traffic impacts from the development of Arborfield Garrison Strategic Development Location.

Allows the Strategic Development Location to be developed as envisaged by the Core Strategy.

RECOMMENDATION

That the Executive agrees:

- 1) the Option B alignment modifications for the Road and to progress it through detailed design to a full planning application.
- 2) the Council will continue liaison and discussions with Councillors, landowners, affected residents and other stakeholders.

SUMMARY OF REPORT

WBC has completed the refinement of Option B to provide the Arborfield Cross Relief Road. Option B was supported by 70% of responses to a public consultation completed in 2013.

All directly affected land owners have expressed a willingness to engage in negotiations relating to acquisition of their land for building the road.

The total scheme package is as follows:

- A 50mph single carriageway road with a provision for pedestrians and cyclists separated from the road by a swale.
- A roundabout junction would be provided with the A327 at Reading Road and Eversley Road.
- A staggered crossroads would be provided at Eversley Road to make it easier for farm vehicles and through traffic on Swallowfield Road to cross the relief road.
- Footpath crossings of the relief road would be provided with pedestrian refuges. Consideration will be given to signal controlled crossings as an alternative.
- A cutting is required for the relief road between Swallowfield Road and Eversley Road. This will affect Footpath AR17.

- Extensive earth bunds will be included along much of the route to reduce noise and visual impacts to nearby residents.

The next stage of the project to prepare a planning application will take approximately 12 months.

Background

Policies CP18 and CP19 of the Council's Core Strategy, identified a requirement to enhance the A327 in order to effectively mitigate the traffic growth impacts that will be generated by the development of the Arborfield Garrison and South of M4 SDLs, as envisaged by the adopted Core Strategy.

The Council had indicated that a relief road to Arborfield Cross would provide the most effective form of mitigation against the impacts arising from the development of the SDLs.

In 2013 WSP was appointed by the Council to undertake a study to identify the most appropriate mitigation scheme. The study identified four alignment options based on traffic impacts, environment and property impacts, land requirements, engineering design, cost and deliverability.

Public consultation was completed during September and October 2013. Around 1,300 questionnaires were returned to the Council with approximately 65 additional emails, letters and other correspondence. Of those that responded, 70% of the stated public preference was for Option B.

In 2014 Executive agreed to progress with the refinement of the Arborfield Cross Relief Road Option B to gain greater confidence in scheme delivery.

In the Medium Term Financial Plan 2015/2016 the scheme is contained in the 10 year capital vision at an estimated £23million for construction.

Liaison since March 2014

The Council has undertaken a number of liaison meetings, including Arborfield & Newland and Barkham Parish Councils, landowners whose land is required for the road and with residents living close to the road alignment but whose land or property is not required for its delivery.

To date all directly affected land owners have expressed a willingness to engage in negotiations relating to acquisition of their land for building the road.

A face-to-face meeting has been held with the residents of four properties most affected by the road. Although correspondence has been exchanged, a meeting has still to be held with the owners of a fifth property. Generally residents are not happy to have the road passing close to their properties. The Council will mitigate the impacts of the scheme on their property and livelihood in line with current legal requirements, guidance and best practice.

Option B Alignment

The Option B alignment has been considered in detail and has been determined as feasible and appropriate to mitigate the impacts of SDL development.

The starting point was the consultation alignment presented in summer 2013. Following discussions with landowners, the consultation alignment has been modified to minimise

land requirements and to maximise retained and workable field areas, taking account of the need for noise, visual and landscaping mitigation, especially to properties close to the road where impacts are greatest.

Excepting the need to mitigate noise and visual impacts on residential properties, there are few constraints along the route alignment, although the need to cross the ridgeline between Swallowfield Road and Eversley Road will require a cutting and embankments on the approach from Eversley Road.

Route Description

The proposed route is shown in Annex A. The full technical appraisal of the route is available on request.

From north to south, the relief road would form a new roundabout junction with A327 Reading Road, west of Bridge Farm.

Consideration was given to indicate the main movement for through traffic between Reading Road and the relief road with a priority controlled junction. This would have then changed the perception of the route to and from Arborfield Cross via Reading Road east of Bridge Farm. However the traffic effect of this junction, although negligible, did indicate a delay to westbound traffic from Arborfield Cross that would result in some traffic choosing to use Swallowfield Road as an alternative route. On balance, a roundabout was considered to be the most appropriate form of junction at Reading Road.

The relief road runs south towards Swallowfield Road as a single carriageway with a 50mph design speed.

A 40mph speed limit was considered for this section. However discussions with Thames Valley Police and advice from engineers indicated that the characteristics of the road in a generally rural environment would make a 40mph difficult to enforce without the additional provision of enforcement measures. A 50mph limit would complement the proposed speed limit on the southern part of the Shinfield Eastern Relief Road (SERR) and support a change in the speed limit on the A327 between the SERR and ACRR to 50mph.

The relief road would have a shallow drainage ditch or swale adjacent to and east of the carriageway separating the road from a 3m wide shared use path for pedestrians and cyclists.

Consideration was given to a segregated path, but it is anticipated pedestrian use will be relatively low indicating a shared use path would be appropriate.

A pedestrian refuge crossing would be provided at the junction with Tanners Lane and where the existing Footpath AR22 crosses the relief road a little further to the south.

The road is currently planned to have no street lighting to maintain the rural night time character of the area. The intention is not to provide lighting at the junction with Swallowfield Road although a final decision on this will be made during detailed design. There will be a need for sensitive street lighting at the junctions with A327 Reading Road and Eversley Road.

A staggered priority controlled crossroads would be provided at Swallowfield Road. The design of the junction is such that vehicles travelling between Arborfield Cross and Swallowfield would make a left turn onto the relief road and then a right turn to Swallowfield Road, waiting in the central reserve if necessary. It is considered this is an easier manoeuvre for this traffic, in particular for farm vehicles.

A right-left stagger or a simple crossroads would mean through traffic on Swallowfield Road would need to cross two streams of traffic to complete the manoeuvre. A roundabout was also considered at this location and discounted as a staggered crossroads would have a smaller footprint and less of an engineering and visual impact on adjacent properties at The Lodge and New Cottage.

A pedestrian refuge crossing of the ACRR is currently proposed at Swallowfield Road. However further consultation may result in a traffic signal controlled pedestrian and cyclist crossing. Consideration will also be given to making special provisions for equestrians at this location.

The road continues south of Swallowfield Road across land rising up to a ridgeline traversed by Footpath AR17. To satisfy highway design standards, a cutting is required that would be approximately 5m deep at its greatest extent. This will require either a footbridge to maintain the line of Footpath AR17, or a local diversion of the footpath to cross the relief road at a pedestrian refuge. These decisions will be resolved at detailed design.

The shared use path will be continued on the eastern side of the ACRR between Swallowfield Road and A327 Eversley Road. Pedestrian and cyclist paths would be extended at Eversley Road to provide connections into Arborfield Cross, Baird Road and to Arborfield Garrison.

The single carriageway would require a slight embankment for part of the ACRR between the ridgeline cutting and Eversley Road.

A roundabout would be provided at A327 Eversley Road. This junction is further south than the consultation route and would form a three-arm roundabout (the consultation route would have required a fifth arm to the Langley Common Road roundabout).

Consideration was given to replacing the Langley Common Road roundabout with a priority junction, but traffic modelling indicated significant peak period delays to southbound traffic from Arborfield Cross. It is therefore recommended that the existing roundabout is retained.

Visual Impact and Noise Mitigation to affected Residents

The full environmental report is available on request.

The visual impacts of the relief road will be reduced in part by the road alignment itself. This would include constructing the road level as close to and below the existing ground level where this is achievable. Elsewhere extensive tree and shrub planting will be provided, and at the more sensitive noise and visual receptors (notably The Lodge and New Cottage) landscaped earth bunds will be provided. Indeed the extent of earth bunding will be significant, shown in Annex A (Drawing Number 60001180-SK-130-B).

The landscape design and land requirements to achieve this will be detailed for the planning application.

Air Quality

During consultation with affected residents, those living at Arborfield Court expressed concern over the potential for air pollution. The sources of 'damage' to listed buildings from air pollution include:

- Dust/particulate deposition arising from road traffic and/or construction activities (affecting the look/setting of the listed building); and
- Erosion/weathering of the Listed Building due to 'acid rain'.

Before undertaking detailed investigations for impacts on buildings that are required for the planning application and for the construction phase, it is difficult to comment at this stage on dust and particulate deposition to nearby properties. However, in accordance with the Institute of Air Quality Management (IAQM) Guidance on the Assessment of Construction Phase Effects, with appropriate mitigation measures in place, the effect of dust and particulate emissions arising from the ACRR is anticipated to be negligible.

Noise

The overall impact of noise on existing residents will be considered in detail as part of the planning application. However overall it is likely that the impact can be mitigated to acceptable levels of increase. The use of bunds, noise barriers and surfacing that produces less noise will all be considered as part of the design.

Water Quality

The relief road will be constructed over clay ground for much of its length between Reading Road and Eversley Road. The intention is that all water runoff from the relief road will be intercepted and taken away from the immediate area to drainage ponds located close to Reading Road and Eversley Road. The clay ground would not allow the swales to act as an infiltration area for runoff and instead they will transport the runoff to the ponds.

There is a water source for Arborfield Court located close to the relief road replenished by runoff from adjacent fields, especially from land east of Swallowfield Road. There are also ponds at Bartletts Farm. Without proper consideration, the road could form a dam to field runoff towards Arborfield Court, the road running as it does between the field and the water collection point. This damming effect will be reduced using French drains under the road to maintain the flow of water to the water source.

Traffic Effects

The ACRR will provide traffic relief to Arborfield Cross from new development at the Arborfield Garrison SDL. The relief road will also be used in both directions by A327 traffic between Shinfield and Eversley, and between Shinfield and Wokingham. The route of the road is such that traffic between Winnersh and Eversley will continue to travel through the village.

Junctions at each end of the ACRR and at Swallowfield Road have been sized

appropriate to the forecast traffic volumes in 2026 to minimise traffic delays whilst being sensitive to land requirements and consequential environmental and visual impacts.

In 2026, the ACRR is forecast to be used by around 2,000 vehicles in the AM and PM peak hours respectively. These vehicles would otherwise have travelled through Arborfield Cross.

Residual peak hour traffic flows through Arborfield Cross (The Bull) with the proposed ACRR are forecast to be as follows:

Two-way flows, pcus/hr	AM Peak Hour		PM Peak Hour	
	2010	2026	2010	2026
To/from Arborfield Cross	1,500	700	1,600	690
Reading Road	290	220	230	210
Swallowfield Road	1,560	960	1,440	1,040
Eversley Road	570	640	630	620
Sindlesham Road	830	1,170	660	1,220

Traffic modelling shows that provision of the relief road would lead to a significant reduction below current traffic levels on Reading Road and Eversley Road, a consequence of the diversion of through traffic on the A327 away from the village centre. The ACRR maintains traffic flows on Swallowfield Road and School Road at current traffic levels. However traffic flows on Sindlesham Road will be greater as no relief to the village is proposed for traffic to/from Winnersh.

Overall, as a consequence of the relief road and with the addition of traffic arising from the SDL development to the south, there will be reduction of around 500 vehicles in each peak hour passing through the village by 2026 when compared to current (2010) traffic levels.

Next Steps

If the route is approved then the next key milestone is to develop a planning application and seek approval for this. The planning application will require detailed design and a full environmental impact assessment. In parallel, work will be done on the business case that is required to secure the funding that has been identified by the Department for Transport for the scheme. The earliest an application could be brought to planning committee would be summer 2016. Procurement would follow approval and construction could possibly start in 2017.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

Funding has already been allocated through the Medium Term Financial Plan 2015/2016 to progress the scheme.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	0	n/a	n/a
Next Financial Year (Year 2)	£250,000	Yes	Capital
Following Financial Year (Year 3)	£1,000,000	Yes	Capital

Other financial information relevant to the Recommendation/Decision

See Cross-Council Implications below.

Cross-Council Implications

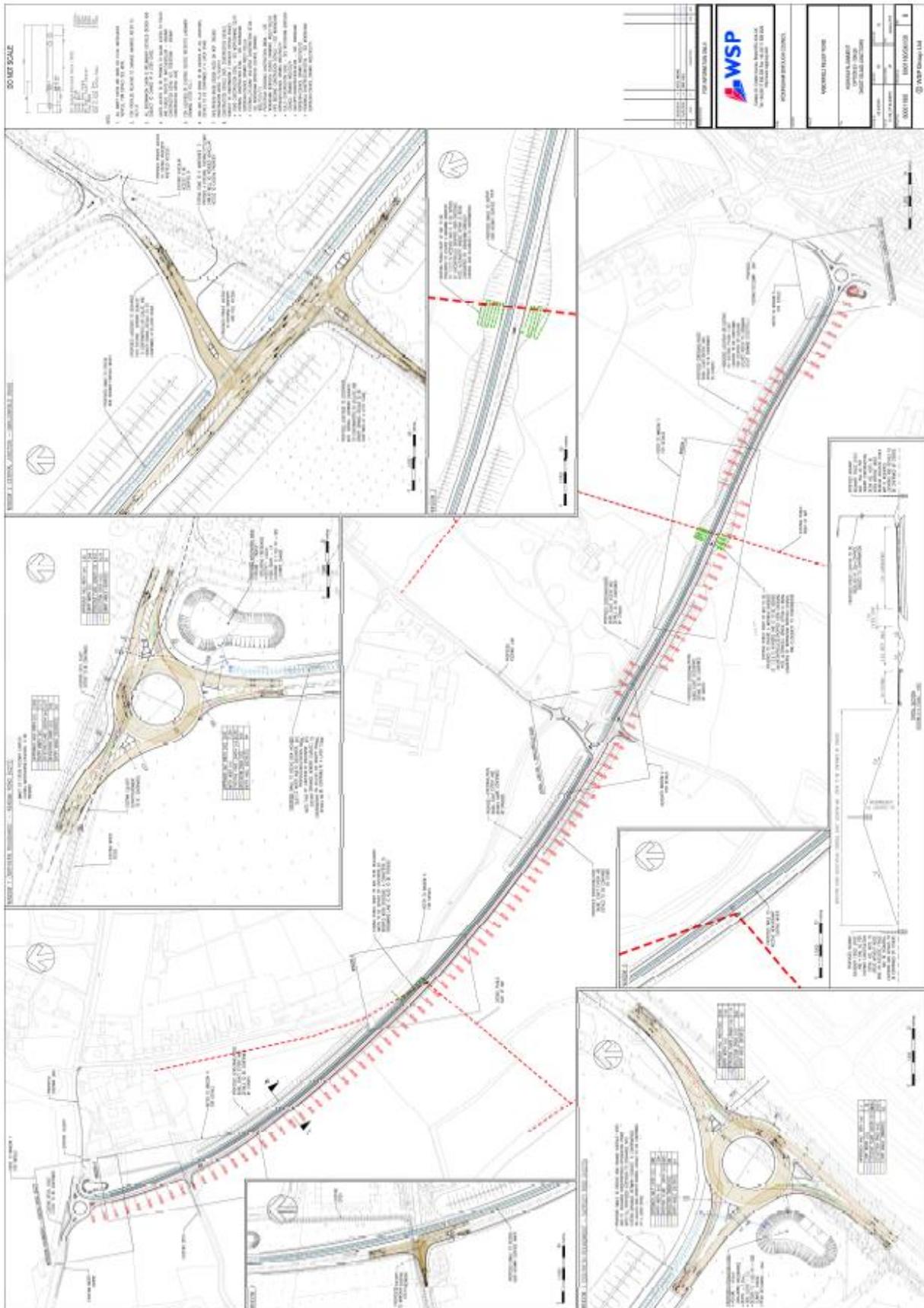
The Council's intention is that the scheme will be partially developer-funded, and will depend on the Council obtaining the full build cost of the scheme through relevant S106 agreements and (once operational) CIL and that enough developments come forward (or come forward early enough) to fund the scheme. There is therefore the risk that the Council will be required to fund (or forward fund) a proportion of the scheme. There will also be financial and timescale implications for the Council should a CPO inquiry be ordered by the Secretary of State. Accordingly, unless the Council is able to acquire funding through some alternative streams, there is a possibility that the Council will need to redirect funding for other infrastructure into this scheme, should the need arise.

List of Background Papers

Arborfield Cross Relief Road: Refinement Report

Contact Matt Davey	Service Highways and Transport
Telephone No 0118 908 8304	Email matt.davey@wokingham.gov.uk
Date 13 March 2015	Version No. 01

Arborfield Cross Relief Road. Drawing No. 60001180/SK/130, Rev. B January 2015.
This drawing can be provided at a better resolution on request.



This page is intentionally left blank

TITLE	Local Flood Risk Management Strategy
FOR CONSIDERATION BY	The Executive on 26 March 2015
WARD	None specific
DIRECTOR	Heather Thwaites, Director of Environment
LEAD MEMBER	Angus Ross, Executive Member for Environment

OUTCOME / BENEFITS TO THE COMMUNITY

Increased public awareness of flood risk and reduced risk of flooding across the Borough.

RECOMMENDATION

It is recommended that the Executive adopt the amended Local Flood Risk Management Strategy.

SUMMARY OF REPORT

As a Lead Local Flood Authority (LLFA) WBC has a statutory duty to produce a Local Flood Risk Management Strategy for the Borough. The draft Strategy was issued for consultation from 1st September to the 31st October 2014.

The consultation was publicised through local media and Briefing sessions were held for the Parish Clerks and Members.

Amendments have been made to the Strategy following the consultation and these are shown as track changes within the attached document with comments describing the actions taken.

Some responses received from the public were related to specific flooding issues within the Borough. As developing a prioritised Action Plan is one of the Objectives of the Strategy, we do not believe that the Strategy should be amended to incorporate a list of schemes at this stage.

BACKGROUND

What is the Local Flood Risk Management Strategy?

Wokingham Borough Council's Local Flood Risk Management Strategy is an important new tool to help authorities, individuals, communities and businesses within the Borough understand and manage local flood risk. The Strategy focuses on flood risk from surface water, groundwater and streams and ditches, as well as how these local sources interact with each other and river flooding.

What are Wokingham Borough Council's Responsibilities?

Under the Flood and Water Management Act (2010) Wokingham Borough Council is a Lead Local Flood Authority (LLFA), with new powers and responsibilities for coordinating local flood risk management within the Borough.

In order to ensure the Council is best placed to manage local flooding, it is required to 'develop, maintain, apply and monitor a Strategy for local flood risk management' in Wokingham Borough. The Strategy will provide a single consistent reference point for flood risk management in the Borough.

What is local flooding?

Wokingham Borough Council's responsibility, and the focus of this Strategy, is the management of local flooding. Local flooding is defined as flooding from surface water, groundwater and ordinary watercourses, which are typically streams and ditches. Increases in development and changes in the climate mean these types of flooding are becoming increasingly common.

In Wokingham Borough the most severe flooding is often caused when different sources of flooding combine. The Strategy therefore considers the impacts of river and sewer flooding, along with the impacts of local flood sources.

What are the objectives of the Strategy?

The Wokingham Local Flood Risk Management Strategy aims to set out how flood risk will be reduced and managed in the Borough. In order to achieve this aim, six objectives have been developed. In order to achieve each of the Objectives, the Strategy contains a number of measures. The table below sets out the Strategy objectives and Table 2 in the LFRMS the measures that Wokingham Borough Council will implement to achieve each of these. Some of these measures are already being delivered by the Council, others are currently planned and some are new commitments.

Ref no	Objective
O1	Improve knowledge and understanding of current and future local sources of flood risk within Wokingham.
O2	Work collaboratively and develop effective partnerships with other Flood Risk Management Authorities and local communities to deliver a sustainable, cost effective approach to flood risk management that reduces flood risk and provides wider environmental and social economic benefits where possible.
O3	Ensure that planning and decisions take full account of flood risk, avoiding development in inappropriate locations, preventing an increase in flood risk and minimising existing flood risk wherever possible.

-
- | | |
|-----------|--|
| O4 | Maintain and, where necessary, improve local flood risk management infrastructure and features, as well as privately owned flood defence assets and Ordinary watercourses, to reduce risk. |
| O5 | Ensure that emergency plans and responses to flood incidents are effective and that communities are prepared and resilient to local flood risk. |
| O6 | Identify national, regional and local funding mechanisms to deliver flood risk management solutions and schemes. |
-

An action plan for implementation is set out in section 1.3 of the strategy.

What is the timescale for the Strategy?

The Strategy has a 15 year timeframe, anticipated to cover from January 2015 to autumn 2030. This timescale has been chosen to ensure that the Strategy takes a short, medium and long term view of flood risk management in Wokingham Borough.

How will the Strategy be reviewed and developed?

Local flood risk management must be responsive to change. This strategy will therefore be continually monitored, reviewed and developed to ensure the information contained within it is the best available and most up to date and the document continues to be effective in allowing risk management authorities within Wokingham Borough to manage flood risk.

The first comprehensive review of the Strategy will take place in 2017, following the review of the National Strategy in 2016 and to coincide with the review of the Wokingham Preliminary Flood Risk Assessment.

Consultation

The draft Local Flood Risk Management Strategy was issued for consultation from 1st September to the 31st October 2014. The comments received are included in Annex A. A tracked copy of the original document is attached so as it is easy to see where changes have been made. If agreed then the document will be reformatted to a standard Wokingham Borough Council standard before being published.

2013/14 Winter – Compensation and Repair

Following the very wet winter of 2013/14 the government set up a number of funds to support affected home and business owners. In addition a specific set of grants were awarded to the authority to repair some of the damage caused by the inclement weather. In total £395k was awarded to the authority for winter damage repair and the bulk of this has been spent on repairing damage to roads. The Council has awarded compensation to 5 businesses and is processing 18 claims for repair and renewal grant funding. In addition the Council has awarded £89k in business rates compensation and £18k in Council tax compensation.

In addition the Council put an extra £500,000 in to flood and road repair budget for this financial year. The money has been used primarily to accelerate repairs to roads damaged by the winter weather and to provide some additional protection to areas affected by road flooding.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	15,000	Yes	
Next Financial Year (Year 2)	10,000	Yes	
Following Financial Year (Year 3)	10,000	Yes	

Other financial information relevant to the Recommendation/Decision

Costs above relate to study work to identify and design flood alleviation schemes. As projects are identified then bids to fund these will be made through the Council's budget setting process and as government funding becomes available.

Cross-Council Implications

N/A

List of Background Papers

Detailed analysis of consultation response. – Available on request

Contact Julia Greene	Service Environment
Telephone No 0118 9088250	Email Julia.Greene@wokingham.gov.uk
Date 17 March 2015	Version No. 1

Wokingham Borough Council Local Flood Risk Management Strategy

Summary of Autumn 2014 Public Consultation Responses and Changes to the LFRMS

1. Introduction

- 1.1.1. Consultation is an important part of developing a robust and effective Local Flood Risk Management Strategy (LFRMS), which deals with the most important issues in Wokingham and works to encourage stakeholders to take shared responsibility for managing and responding to local flood risk.
- 1.1.2. The Wokingham Borough Council LFRMS was published in draft for public consultation from the 1 September until the 31 October 2014. This consultation provided individuals, communities, businesses and other organisations with the opportunity to influence the LFRMS.
- 1.1.3. The consultation documents were available to read and download on Wokingham Borough Council's website and comments were submitted via an online questionnaire, emailed and sent via post to the Council.
- 1.1.4. The consultation sought views on:
- The objectives of the LFRMS;
 - The structure and content of the LFRMS;
 - The clarity of information in the LFRMS;
 - How the LFRMS has assessed flood risk and the consequences of flooding;
 - What people regard as the priorities; and
 - The actions that Wokingham Borough Council plans to take, along with its partners and communities, to better manage local flooding in the future.
- 1.1.5. The following methodology has been applied in response to comments raised as part of the public consultation:
- Comments which are relevant to the LFRMS and valid (well evidenced, echoed by other comments, or substantiated through the Borough Council's research) have resulted in an amendment to the LFRMS.
 - Comments which are incorrect (contradicted by a majority or shown to be inaccurate following research by the Borough Council) have not resulted in alterations to the LFRMS.
 - Comments which are outside of the scope of the LFRMS (such as those related to coastal or Main River flooding) have been noted separately, and, where possible, the issue passed on to the appropriate organisation.
- 1.1.6. A summary of the comments received and the resulting changes made to the LFRMS are provided in this report.

2. Summary of Responses and Proposed Changes

2.1. The LFRMS Objectives

2.1.1. A third of all the comments received called for amendments to the LFRMS objectives and / or for the inclusion of additional objectives.

2.1.2. A number of comments were received on the current objectives:

- Objective 1 and 2 should ensure that Wokingham Borough Council actively work with residents to collect information on historic and current flood risk and consult the community during the planning process.

WBC: A number of the measures that will ensure the achievement of these objectives encourage working with residents to improve understanding of flooding. These include:

- Utilise social media to enable the general public to report flood issues to improve knowledge of flood risk in the Borough;
 - Continue to work with local communities to develop Flood Forums/ Partnerships in at risk areas in the Borough; and
 - The findings and actions emerging from the SWMP will be promoted to local communities to involve them in the process of identifying solutions and implementing the actions.
- Objective 3 should be strengthened to ensure new development does not pose a threat in terms of increasing flood risk.

WBC: The wording of Objective 3 of the **LFRMS has been amended** to remove uncertainty in this objective. The revised wording for Objective 3 is as follows:

Ensure that planning and decisions take full account of flood risk, avoiding development in inappropriate locations, preventing an increase in flood risk and minimising existing flood risk wherever possible.

- With regards to Objective 4 the importance of historical assets should be remembered, especially as flood defences have the potential to be harmful to the significance of heritage assets.

WBC: The Strategic Environmental Assessment for the LFRMS addresses the concerns regarding historical assets.

- Objective 4 appears to recognise only structures as critical assets in drainage systems, whereas a great many features impact on capacity and may need maintenance and/or improvement both now and in the future.

WBC: The wording of Objective 4 of the **LFRMS has been amended** to ensure it recognises all flood risk management features, not just structures:

Maintain and, where necessary, improve local flood risk management infrastructure and work with riparian owners to ensure privately owned flood defence assets, features and Ordinary watercourses are well maintained, to reduce risk.

- All six objectives should state what will happen as a result of the objective and when this will occur.

WBC: Section 6 sets out the various measures that will be implemented in order to achieve each of the objectives. The Action Plan set out in Section 8 establishes the timescale in which each of the objectives will be achieved. This document provides a strategic overview of the approach to flood risk management in the Borough. Further research and investigation is required on some of the measures and actions before specific resources and finances can be detailed.

2.1.3. Suggestions for additional objectives included:

- More comprehensive information on flooding to be used for planning application reviews.

WBC: Objective 3 will ensure the flood risk and drainage information submitted with planning applications is comprehensively reviewed in line with current and appropriate guidance.

- Provision of better information for property owners on how to better manage flood risk at their property in order to protect areas downstream.

WBC: The following measures, that will be delivered in order to achieve Objectives 4 and 5 respectively, address the above comment:

Produce a guidance/advice note for riparian owners to ensure they are aware of their responsibilities to maintain their watercourses and associated assets.

Work with local communities at risk from flooding to develop Flood Forums and work with these Forums to develop Flood Plans and encourage Flood Wardens.

- Place greater emphasis on undertaking large scale flood alleviation works.

WBC: An emphasis on undertaking 'Large scale flood alleviation works' would not be consistent with national policy. All flood alleviation works seeking National Government funding are required to demonstrate they maximise the benefit available. National Government funding for flood alleviation works is allocated on a prioritisation basis, which reflects the economic benefits that can be provided by a scheme over its lifetime. Given the rural nature of Wokingham Borough and the scale of the watercourses for which Wokingham Borough Council is responsible the scale of flooding is relatively minor compared to other locations nationally, whilst costs to implement large scale works would be substantial. This would effectively rule out any significant contribution from National Government towards the costs of large scale flood alleviation works. Therefore Wokingham Borough Council is committed to seeking opportunities to deliver economically viable flood alleviation works to maximise the potential to deliver alleviation to the maximum number of individuals and businesses possible.

- Recognise the social, economic and environmental cost of flooding to physical infrastructure, which would include the historic environment. This objective should also recognise that flood prevention and mitigation measures can themselves have adverse consequences which should be avoided / mitigated. The following objective was suggested:

Avoid or, where that is not possible, mitigate the social, economic and environmental impacts of both flooding and flood prevention and mitigation measures

WBC: It was felt it would be more beneficial to provide information on the impact flooding can have in terms of social, economic and environmental costs, including the historic environment, rather than including an additional objective. The **LFRMS has been amended** to provide this additional information.

2.2. Legislative and Policy Context

2.2.1. The majority of responses agreed this section was sufficiently comprehensive and provided adequate detail.

- It was requested that a section be included on the relevant River Basin Management Plan (RBMP) and how the LFRMS will contribute to achieving the objectives and measures of this document and the relevant Catchment Flood Management Plan (CFMP) in line with the Water Framework Directive (WFD) and the catchment based approach.

WBC: This comment is covered by the Water Framework Directive assessment for the LFRMS.

2.2.2. This section of the **LFRMS has not been amended**.

2.3. Roles and Responsibilities

2.3.1. The majority of responses to the public consultation stated that the roles and responsibilities of the various flood risk management authorities were adequately and clearly covered by the LFRMS; however a number of comments were received:

- With respect to the Environment Agency's role, it was felt by one member of the public that it is not clearly set out in the LFRMS as to how the Environment Agency's responsibilities are integrated into the flood risk management approach.

WBC: The national and local responsibilities of the Environment Agency with regards to flood risk management are detailed in the LFRMS. The **LFRMS has been amended** to include a link to the Environment Agency's website, where additional information on their role and responsibilities can be found.

- It was also questioned as to whether Wokingham Borough Council has an influence on developments for which it is not the planning authority.

WBC: Wokingham Borough Council is consulted on all planning applications that will affect an area of the Borough under planning legislation; it was not felt necessary to replicate this information in this document.

- It was noted that Figure 2 and section 4.3 of the LFRMS should be amended to detail that a representative from the RFCC and not the RFCC chair attends the Strategic Group meetings. It was also noted that an EA Area Officer attends the Technical Group Meeting, which should also be amended within Figure 2.

WBC: The **LFRMS has been amended** to reflect the above comment.

- One resident noted that attention should be drawn to the fact that the Parish Councils are a useful conduit for information, in both directions. Often, Parish Clerks know more quickly and more accurately about flooding events. They also have email and other networks which provide very effective means of collecting and disseminating information.

WBC: The value of Parish Councils and Parish Clerks is recognised and a number of the measures propose to work with these groups and individuals to better flood risk understanding, alleviation, preparation and response.

- Concern was raised that this section is too complicated and covers too many authorities with a similar remit. It was suggested an organogram be used to demonstrate the various bodies with a responsibility for flood risk management.

WBC: The Roles and Responsibilities section is not only for members of the public, but to ensure all Risk Management Authorities in Wokingham have a clear understanding of what is expected of them. It is therefore, not appropriate to simplify this section or remove any of the authorities listed. It is considered that an organogram would not make things clearer as the roles of the risk management authorities are not formally linked and there is no hierarchy in which these organisations sit.

2.4. Understanding and Managing the Flood Risk in Wokingham

2.4.1. The following comments were received on Section 5 of the LFRMS:

- It was requested that further information be included within section D.5.3 relating to any schemes/projects which have already been undertaken and are being investigated in the borough (i.e. the WBC Road Resilience Strategy) to manage local flood risk.

WBC: The sensitive nature of some of the information on flood risk alleviation schemes means this information could not be replicated in this LFRMS in a consistent manner.

- It was also suggested that Section D.3 is updated to include the locations/details/mechanisms where available of the historic flooding experienced in the borough to help identify areas at high flood risk in the borough to enable resources to be targeted appropriately.

WBC: Information on historic flooding is held by the Borough and published in the Strategic Flood Risk Assessment (SFRA). The **LFRMS has been amended** to include an additional short-term measure to update the SFRA.

- A number of comments call for historical flood information to be more widely used to determine planning decisions.

WBC: Objective 3 will ensure the flood risk and drainage information submitted with planning applications is comprehensively reviewed in line with current and appropriate guidance.

- It was requested that further information be included to inform residents and businesses on how they can improve their resilience to flooding.

WBC: One of the measures to deliver Objective 5 of the LFRMS objectives is to continue to:

Work with local communities to develop Flood Forums/ Partnerships in at risk areas in the Borough, which will help improve their understanding of the options available to improve resilience to flooding and reduce flood risk.

2.4.2. This section of the **LFRMS has not been amended**.

2.5. Additional Measures

2.5.1. A number of additional measures were suggested in the consultation responses:

- Another measure is required to maximise the opportunity to seek funding: researching other avenues for generating income for flood risk management. In particular, what other schemes and projects are planned for the borough that could have a flood risk management dimension.

WBC: Schemes and projects are being developed continuously and providing a list in this document would soon become outdated. Wokingham Borough Council Officers continually liaise with each other, developers and other Risk Management Authorities to maximise the opportunities to deliver flood risk reduction benefits to the community.

- The expertise of communities and local knowledge should be given greater weight when reviewing planning applications and identifying areas at risk of flooding.

WBC: Local knowledge and expertise is collected as part of the Section 19 Flood Investigations for areas at risk and are used to form the evidence base for establishing areas at risk in the borough and areas where flood alleviation schemes are required. This information is also used in the review of planning applications. Objective 3 will ensure the flood risk and drainage information submitted with planning applications is comprehensively reviewed in line with current and appropriate guidance.

- The general public do not necessarily know who the responsible risk management authority is during an emergency; better coordination needs to be achieved between the various risk management authorities to ensure any issues are dealt with, regardless of whether the wrong risk management authority was notified.

WBC: Wokingham Borough Council will work with communities at risk of flooding to form Flood Forums to help educate people and ensure they understand who to contact during times of flood. Wokingham Borough Council will also work with at risk communities during a flood event, to liaise with Flood Forums and Wardens, to ensure they are aware of any issues exacerbating the flooding.

- An action plan is required, listing the known risk areas in order of priority, with a timescale for remedial action commensurate with the available budget.

WBC: A priority tool is one of the actions proposed to deliver the objectives of the LFRMS. This tool will identify areas and communities at high risk and help prioritise measures and flood alleviation schemes.

- Specific flood alleviation schemes should be proposed.

WBC: Schemes and projects are being developed continuously. Any list provided in this document would soon become outdated.

- Include a section on how the WFD objectives and measures will be incorporated to ensure that wider environmental benefits will be achieved to create multiple benefits.

WBC: The Water Framework Directive assessment for the LFRMS sets out how WFD objectives will be considered in flood risk management works and schemes in the Borough.

- The measures relating to Objective 2 should be amended to ensure that wider environmental benefits will be achieved through the LFRMS and details provided on how these measures will be achieved.

WBC: The SEA and HRA for the LFRMS address the above concerns.

- Where are the clearly defined actions, actual resources applied, defined finances, measurable outcomes states, etc.? Without these, this LFRMS will not change the way Wokingham Borough Council manage flood risk and people will remain at risk.

WBC: This document provides a strategic overview of the approach to flood risk management in the Borough. Further research and investigation is required on some of the measures and actions before specific resources and finances can be detailed.

- Since setting a SuDS policy is failing at the national level, WBC must continue to develop a local policy for the Borough.

WBC: One of the measures under Objective 3 is to:

Develop a guidance document for SuDS, setting out the local standards that will be required for SuDS in Wokingham in addition to the National Standards.

- Wokingham Borough Council should continue to improve its maintenance of road drains, gullies and adjacent culverts.

WBC: Wokingham Borough Council have a duty to maintain roads and associated drainage features as part of their role as the Highways Authority. The various tasks associated with this duty do not need to be duplicated as measures in the LFRMS.

- Advising landowners of their responsibilities should be a high priority measure.

WBC: One of the existing short-term measures is to:

Produce a guidance/advice note for riparian owners to ensure they are aware of their responsibilities to maintain their watercourses and associated assets.

- All outstanding planning consents in or impinging on Flood Zones 2 and 3 should be reversed.

WBC: The cost and time associated with reversing all outstanding planning consents makes this measure unviable. In addition, Wokingham Borough Council policy does not prevent development in Flood Zone 2 or 3 and thus, there is no supporting documentation to back up such a revision to these decisions.

- Identify areas and communities at high risk and the measures that will be undertaken to manage the risk, such as local flood plans, flood wardens and flood protection equipment, and where possible the measures ensure that communities take action to manage the risk for themselves.

WBC: One of the existing measures is to:

Work with local communities at risk from flooding to develop Flood Forums and work with these Forums to develop Flood Plans and encourage Flood Wardens.

2.5.2. This section of the **LFRMS has not been amended.**

2.6. Funding and Delivery

2.6.1. The majority of responses felt this section was clear and provided adequate information.

- It was requested that a brief description of partnership funding be included to inform local people/businesses/property owners who may benefit from a scheme that they are able to make contributions.

WBC: The **LFRMS has been amended** to reflect the above comment.

2.7. Review and Development of the LFRMS

2.7.1. The majority of responses received as part of the public consultation agreed with the timeframe for reviewing the LFRMS. Two comments were received suggesting alternative timeframes:

- It is noted that the LFRMS is likely to be reviewed in 2017, following a review of the National Strategy in 2016. It is felt that it would be better if the LFRMS could be developed before the review on the basis of an outcome-focussed set of objectives, leading to an action plan of proposals, with possible funding sources.
- It is suggested that the review should be in response to weather conditions experienced over the next few years and not undertaken at an arbitrary point in time.

WBC: The review of the National Strategy will potentially produce a number of considerations that the Wokingham LFRMS must take account of. Updating the Wokingham LFRMS in full prior to the update of the National Strategy is likely to result in abortive works and additional costs. The LFRMS will be continually monitored and updated as additional information on flood risk becomes available to ensure it is as up-to-date, relevant and useful as possible.

2.7.2. This section of the **LFRMS has not been amended**.

2.8. Appendices

- It was suggested that additional information be provided in an appendix relating to SuDS and how SuDS can be incorporated within developments to manage surface water runoff to benefit water quality and the environment.

WBC: The above comment will be covered by the Wokingham SuDS policy document, for which there is a measure to develop (currently being drafted). The SuDS policy document will become a SPD.

2.8.1. This section of the **LFRMS has not been amended**.

2.9. General Comments

2.9.1. The following general comments on the document were received:

- The LFRMS needs to be much more catchment based.

WBC: The prioritisation tool will take a more catchment based approach. The strategic nature of the LFRMS does not warrant a catchment based approach and would not be of benefit at this level.

- The LFRMS does not make reference to the increasing problems of gaining insurance for residential and commercial properties.

WBC: This issue is currently being discussed by the Government with the Association of British Insurers, feeding into an agreement called 'Flood Re'. One of the measures in the LFRMS is to: *Prepare a briefing note on Flood Re and what affect it has on new developments.*

- The LFRMS needs to be more specific on timescales, financial implications, how measures will be achieved and how they will be achieved with current resources; no cost benefit analysis has been undertaken for any of the measures.

WBC: As each of the specific actions is looked at in detail, further information on timescales and financial implications will be provided. Cost benefit analysis will be undertaken at the detailed stage; this detailed analysis is not appropriate at this strategic scale. The LFRMS will be a 'living document' and will therefore be updated as and when new information becomes available.

- The pressure on the council to provide more homes could be at odds with the aim of alleviating flood risk unless there is legislative force behind ensuring developers provide and maintain flood defences.

WBC: Objective 3 will ensure the flood risk and drainage information submitted with planning applications is comprehensively reviewed in line with current and appropriate guidance.

- In terms of presentation, the use of various intensities of blue for headings may be ok for a printed document, but the paler headings are hard to read online.

WBC: The colour of the headings in the **LFRRMS have been amended** to ensure they are clearly legible when viewing the document online.

- When it comes to implementing measures, Wokingham Borough Council should organise a meeting for those affected / set to benefit to ensure all views are considered.

WBC: One of the existing measures will address concerns that those affected need to be informed of future flood alleviation schemes / works:

WBC will work with local communities to raise awareness of planned flood alleviation works, the prioritisation system and the need for and benefits of partnership funding.

2.10. Comments on the Consultation

- It was questioned whether the all the neighbouring authorities have been consulted on the LFRMS, and if so, it was stated that this should be stated in the LFRMS.

WBC: All neighbouring authorities have been consulted on the LFRMS, although no comments have been submitted. The **LFRRMS has been amended** to clarify this point.

2.11. Additional Changes

- 2.11.1. Since the LFRMS Draft for Consultation was published, Wokingham Borough Council's responsibility to review, adopt and maintain all surface water drainage systems as the Sustainable Drainage Approving Body (SAB) has been amended. The relevant text in the **LFRRMS has been amended** to reflect these changes.

3. Conclusion

- 3.1.1. Table 1 provides a summary of all of the proposed changes identified against the comments received during the public consultation.

Table 1 – Proposed Changes

Document	Section	Proposed Change
LFRRMS	Objective 3	The wording of Objective 3 has been amended to: "Ensure that planning and decisions take full account of flood risk, avoiding development in inappropriate locations, preventing an increase in flood risk and minimising existing flood risk wherever possible". The revised wording removes the uncertainty in this objective.
LFRRMS	Objective 4	The wording of Objective 4 has been amended to ensure it recognises all flood risk management features, not just structures: " <i>Maintain and, where necessary, improve local flood risk management infrastructure and work with riparian owners to ensure privately owned flood defence assets, features and Ordinary watercourses are well maintained to reduce risk</i> ".

Document	Section	Proposed Change
LFRMS	2.7	Additional information on the impact flooding can have in terms of social, economic and environmental costs, including the historic environment, have been included in this section.
LFRMS	4.2.1.3	A link to the Environment Agency's website providing further information on their flood risk management responsibilities has been added.
LFRMS	4.2.1.1	Wokingham Borough Council's responsibilities under the Flood and Water Management Act in relation to SuDS were altered in December 2014. The relevant section of Table 5 has been amended to reflect the revised process.
LFRMS	4.3.1	As the proposed Sustainable Drainage Body approach was revoked in September 2014 and replaced by amendments to the planning system, Section 4.3.1 has been amended to reflect Wokingham Borough Council's new responsibility as the Local Planning Authority.
LFRMS	4.3 & 4.4	Figure 2 and Section 4.3 have been amended
LFRMS	7.2	A description of Partnership Funding has been added to this section to provide information to those who may be able to make contributions to schemes funded through this mechanism.
LFRMS	8	An additional measure has been included committing to review and update the SFRA. This is a short term measure.
LFRMS	General	The colour of the headings in the document has been amended to ensure they are clearly legible when viewing the document online.

This page is intentionally left blank

TITLE	Making Procedural Decisions Relating to Neighbourhood Planning
FOR CONSIDERATION BY	The Executive on 26 March 2015
WARD	None specific
DIRECTOR	Heather Thwaites, Director of Environment
LEAD MEMBER	John Kaiser, Executive Member for Planning and Highways

OUTCOME / BENEFITS TO THE COMMUNITY

To improve the efficiency of the planning system and continue to support town and parish councils in their neighbourhood planning efforts.

RECOMMENDATION

The Executive to agree that in future decisions to designate a neighbourhood area be dealt with by an Individual Executive Member Decision (IEMD), and that the Constitution Review Working Group be asked to support this as a recommendation to Council as an amendment to the Council's Constitution.

SUMMARY OF REPORT

The Department for Communities and Local Government is amending the Neighbourhood Planning (General) Regulations 2012 to introduce an eight week time limit to determining neighbourhood area applications. Under the current governance process, it would be impossible for the Council to meet the new deadlines.

Background

DCLG is amending the Neighbourhood Planning (General) Regulations 2012 to create a time limit for Local Planning Authorities to issue a decision on an application to designate a neighbourhood area. The decision will need to be made within:

- eight weeks if the area follows the boundaries of a single parish
- twenty weeks if the area crosses local planning authority boundaries
- thirteen weeks in all other cases

Within the statutory time period, a public consultation on the area designation must take place for four weeks if the area follows the boundaries of a single parish and for six weeks in all other cases. These changes come into force 9 February 2015.

Analysis of Issues

Overall the Council welcomes the opportunity to improve the efficiency of the planning system and in turn continue to support town and parish councils in their efforts to involve local people who care about their communities and want to get involved in improving them by producing a neighbourhood development plan. In order to enable neighbourhood area applications for areas that follow parish boundaries to be determined within the statutory eight weeks, the process by which the Council makes these decisions must be streamlined.

According to the National Planning Policy Guidance (NPPG) (Paragraph 022; Reference ID 41-022-20140306), in carrying out its neighbourhood planning functions, a local planning authority should:

- *be proactive in providing information to communities about neighbourhood planning*
- ***fulfil its duties and take decisions as soon as possible*** [emphasis added], *particularly regarding applications for area and forum designation*
- *set out a clear and transparent decision making timetable and share this with those wishing to prepare a neighbourhood plan or Order*
- *constructively engage with the community throughout the process.*

In addition, the NPPG advises that it is the Council's Executive that takes decisions on neighbourhood planning in a local planning authority and that the Executive may be able to delegate this duty (NPPG Paragraph 023; Reference ID 41-023-20140306).

Currently, the Executive make neighbourhood area designation decisions. The lead-in time for an item to go to the Executive is approximately eight weeks. Because of this lead-in time, it is necessary to streamline the decision making process. It is recommended that this be done by delegation of the decision to the relevant Executive Member (currently Executive Member for Highways and Planning) through an Individual Executive Member decision. As this proposal would require a change to the Council's Constitution this delegation will need to be brought through the Constitution Review Working Group as a recommendation to a full meeting of the Council.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	Nil	Nil	Nil
Next Financial Year (Year 2)	Nil	Nil	Nil
Following Financial Year (Year 3)	Nil	Nil	Nil

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

None

List of Background Papers

The Neighbourhood Planning (General) (Amendment) Regulations 2015

Contact Rebecca Bird	Service Land Use & Transport
Telephone No 0118 974 6456	Email rebecca.bird@wokingham.gov.uk
Date 16 March 2015	Version No. 2

This page is intentionally left blank

TITLE	South Wokingham Distributor Road – Eastern Gateway
FOR CONSIDERATION BY	The Executive on 26 March 2015
WARD	Emmbrook, Evendons, Norreys, Wescott, and Wokingham Without
DIRECTOR	Heather Thwaites Director of Environment
LEAD MEMBER	John Kaiser, Executive Member for Planning and Highways

OUTCOME / BENEFITS TO THE COMMUNITY

Advancing the programme for the Eastern Gateway as part of the South Wokingham Distributor Road (SWDR) will:

1. Provide early delivery of a section of the SWDR including the rail bridge south of Montague Park;
2. Enable the closure of the Waterloo Road Level Crossing, significantly improving both road and rail safety for all users.
3. Assist in unlocking some development areas;
4. Assist in alleviating some road traffic cutting through residential roads to the north (leading to the A329) such as Priest Avenue and Rances Lane and in the longer term, and as part of the wider SWDR will ensure appropriate mitigation of traffic impacts from SDL development.

RECOMMENDATION

That the Executive agrees to:

- 1) progress with the preliminary design, site investigation works and all environmental and planning application provisions for the section of the South Wokingham Distributor road - Eastern Gateway;
- 2) Officers continuing to negotiate terms with Network Rail for securing Eastern Gateway as part of the overall South Wokingham Distributor Road.

SUMMARY OF REPORT

The road over rail bridge south of Montague Park is a key element of the South Wokingham Distributor Road. It will provide a key transport link across the railway and open up development land. The new bridge provides an opportunity to close Waterloo Road level crossing. To fit with Network Rail's timetable for a major resignalling project on this line the Council needs to progress design work on the bridge. This will potentially allow for the closure of the level crossing and for funds to be diverted from that to the bridge, thus reducing the costs to the Council. Closing the level crossing will also bring about traffic and safety benefits to road users.

The position and alignment of the bridge fits with the preferred solution following the public consultation.

Background

Policy CP21 of the Council's Core Strategy identified a requirement to improve 'transport capacity along the A321 and A329 including the provision of south Wokingham relief road from the vicinity of the Coppid Beech roundabout to the Finchampstead Road' to appropriately mitigate and enable the development of the South Wokingham SDL, as envisaged by the Core Strategy.

The Council indicated that a distributor road would provide the most effective scheme to provide access to the SDL and to mitigate the traffic impacts arising from the development.

On 27 November 2014 and following public consultation in summer 2014, the Executive approved the refinement of an alignment for the South Wokingham Distributor Road (SWDR) through the centre of the SDL. The consultation proposed closure of the Waterloo Road level crossing, but only once the SWDR bridge to Montague Park was open to traffic. There was a mixed response to this closure during the public consultation.

Figure 1 shows the proposed alignment for the SWDR, the location of the Waterloo Road level crossing and the Montague Park bridge:

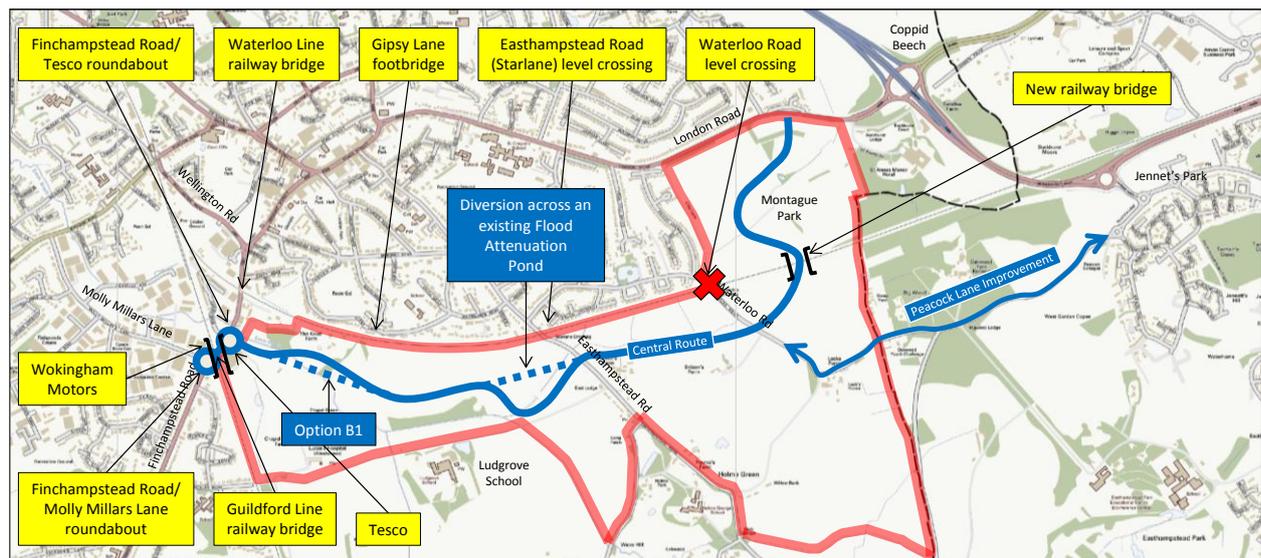


Figure 1 Central Route (the consultation alignment and suggested diversions)

Analysis of Issues

There is an immediate need to progress work on the SWDR progress as a result of the likely impacts by Network Rail from their Feltham re-signalling project. These impacts are detailed below.

Waterloo Road

Waterloo Level crossing has been identified as a location for a major level crossing upgrade. There have been a number of fatalities at the crossing as well as a high incident of misuse by vehicles and pedestrians.

The Council and Network Rail have discussed the potential for early delivery of part of the SWDR and in particular the Montague Park bridge (shown in figure 1) which would allow the closure of Waterloo Road Level Crossing. Figure 2 identifies this key section

of the SWDR and is referred to as the Eastern Gateway. It would provide the railway bridge and connection to Montague Park, and a section of the SWDR to a new junction with Waterloo Road. Later stages of the SWDR would extend west from this junction.

Network Rail Proposals at Waterloo Road

Network Rail (NwR) is currently undertaking a rail re-signalling programme known as the Feltham Re-Signalling Project, which is upgrading all rail signalling along the route between London Waterloo and Reading. This project includes the assessment and potential upgrade of level crossings in the area.

The re-signalling programme and Network Rail’s own strategic targets require them to assess and identify improvements, closures or alternative options such as new bridges for all its level crossing wherever possible. The Waterloo crossing has been identified as requiring rail safety improvement.

In order to meet its programme for the Feltham rail re-signalling project Network Rail needs to make an investment decision by March 2015 to either progress with the detailed design for the level crossing upgrade works or to switch funding to develop fully, with the Council, the Eastern Gateway. For Network Rail to make this decision, the Council needs to advance the design and further assessment of the Eastern Gateway beyond the planning application stage. Bringing forward this work would secure early delivery of the Eastern Gateway and comply with Network Rail’s timescales

The SWDR - Eastern Gateway

The Eastern Gateway makes use of land secured within the S106 agreement for Montague Park (north of the railway) to build an approach embankment to the proposed railway bridge. Council officers are currently in discussion with the development consortium for access to build the embankment and roads to the south of the railway.



Figure 2 The Eastern Gateway.

The road alignment of the Eastern Gateway proposal connects to the SWDR through

Montague Park (already completed) and continues south west to a new roundabout on Waterloo Road. The existing section of Waterloo Road north of the proposed roundabout would be retained to provide access to land and property and provide for future SDL access.

The Eastern Gateway proposal requires Network Rail to instigate a closure of the level crossing via its own procedures. The project will also need to include the investigation of a pedestrian and cyclist crossing to maintain accessibility for these users in the vicinity of the closed level crossing.

At present neither the Council or Network Rail has fully determined how the new bridge, associated structures and earthworks would be constructed but negotiations are ongoing in order to determine the best possible method whilst managing the risks for all parties. Forward funding opportunities will also play a role in determining this.

Public Consultation

Public consultation was completed between 23 June and 22 August 2014. Around 300 responses were submitted to the Council. A report of consultation responses is available to the Executive for the purposes of this meeting. The report is in the public domain.

There was a mixed response from the public to the closure of the level crossing with some respondents thinking this only benefited Network Rail. The form of the consultation did not allow for a percentage in favour or against to be established for the closure of the level crossing and analysis of consultation responses did not indicate a majority of respondents would be against its closure. Responses were mainly concerned with the inconvenience to local residents living north of the level crossing wanting or needing to use the crossing to access destinations south of the railway, notably Bracknell and Crowthorne. Others suggested closure of the crossing would increase traffic demands across Easthampstead Road level crossing. In the longer term, the SWDR will increase routing opportunities in the locality, and traffic modelling indicates the net result of the level crossing closure and the SWDR will reduce traffic flows in the residential area north of the railway and south of London Road.

There may be short term traffic re-routing effects if the level crossing is closed before the full SWDR is complete, and the Eastern Gateway study work will investigate this and report as part of any proposals.

Works Required for Delivery of SWDR Eastern Gateway

In order to advance the project a number of design, investigation and planning work streams are required as detailed below.

- **Environment:**
 - Scoping for an Environmental Impact Assessment (EIA);
 - Ecology surveys and works mitigation planning
 - Potential for a Flood Risk Assessment;
 - Agriculture and soil assessment;
 - Noise and air quality modelling;
 - Landscape and visual impact assessment with outline mitigation measures for these items.

- **Engineering:**
 - Preliminary engineering designs and earthworks design;
 - Preliminary junction arrangement at Waterloo Road;
 - Preliminary Bridge design work;
 - Flood mitigation investigation;
 - Topographical survey;
 - Drainage strategy;
 - Street lighting design;
 - Identification of utilities and diversions especially HV Cables;
 - Risk workshop;
 - Geotechnical survey; and
 - Update scheme construction cost estimate.

- **Traffic modelling** to inform noise and air quality assessment, report medium term traffic effects before the full SWDR is open, to refine junction layouts and to inform the Transport Assessment.

- **Production of Planning Documents**, which is likely to include, but not limited to:
 - Environmental impact assessment (the scope of which is still to be determined);
 - Transport assessment;
 - Design and access statement.

- **Meetings** with Network Rail, developers, landowners and other stakeholders.

- **Project management**, meetings and consultation with members and officers, and overall reporting and co-ordinating delivery of items above.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

The Eastern Gateway project would need be progressed as soon as possible to ensure ecological surveys are carried out within the correct seasons and do not delay the project. An overall project programme is appended to the report, identifying the key steps from now until construction. This programme is provisional whilst we discuss delivery timescales with Network Rail and also clarification on the EIA requirements from the Council's Development management team.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	NIL	Yes	Capital
Next Financial Year (Year 2)	£250,000	Yes	Capital
Following Financial Year (Year 3)	£0	n/a	n/a

Other financial information relevant to the Recommendation/Decision
--

Funding has been allocated to this project through the capital programme. Primarily the source of that capital will be a grant from the HCA. We are continuing to negotiate with Network Rail with regards to who carries out the work and the level of any financial contribution. It is hoped that this will result in the project costs being shared equitably and so reduce the overall burden on the authority.
--

Cross-Council Implications

The work would advance infrastructure provision in order to release housing allocations as part of the Council's SDLs.
--

List of Background Papers

None

Contact Steve Bailey	Service Highways & Transport
Telephone No 01189746163	Email steve.bailey@wokingham.gov.uk
Date 17 March 2015	Version No. 3

TITLE	Commuted Sums Advisory Panel
FOR CONSIDERATION BY	The Executive on 26 March 2015
WARD	None specific
DIRECTOR	Stuart Rowbotham, Director of Health and Wellbeing and Heather Thwaites, Director of Environment
LEAD MEMBER	John Kaiser, Executive Member for Planning and Highways

OUTCOME / BENEFITS TO THE COMMUNITY

To ensure that the Council uses its commuted sums for affordable housing to provide homes that best meet the needs of the Borough.

RECOMMENDATION

That the Executive approves the establishment of a Commuted Sums Advisory Panel to make recommendations to the Executive about the allocation of commuted sums for affordable housing.

SUMMARY OF REPORT

The Council could receive over £60 million of affordable housing commuted sums over the coming years. There is a need to formalise the governance structure to ensure that resources are targeted effectively to develop new affordable housing. As part of this process a new advisory panel would be established to recommend affordable housing commuted sum allocations to Executive for their approval.

There is a presumption that the Council would commission Wokingham Housing Limited to be the delivery vehicle for commuted sums funded schemes, but in exceptional cases the Housing Service (HRA) or a Registered Provider may be chosen.

Background

In recognition of the changing role of local authorities in the provision of affordable housing in recent years, the Council has established Wokingham Housing Limited (WHL), its own Local Housing Company, in June 2011. Wokingham Housing Limited is overseen by the holding company, which provides governance over the Council's trading companies through a board of directors. Over the same period, the introduction of the National Planning Policy Framework (NPPF) has provided the Council with more flexibility over the way we secure affordable housing through the planning process, particularly the ability to attract commuted sums.

The Council will accrue significant financial sums, which under the Section 106 agreement, must be spent on "affordable housing provision within the Borough". Affordable housing is defined in Appendix 2 of the NPPF and can include: -

1. Social and affordable rented homes;
2. Intermediate housing (which could include self-build) via: -
 - a) shared equity loans; or
 - b) low Cost Mortgages

As further development comes forward in the borough it is anticipated that commuted sums for affordable housing will continue to grow significantly.

The process outlined in this paper seeks to implement a clear process by which commuted sums are recommended for allocation to affordable housing projects and to develop the Council's commissioning role.

Analysis of Issues

As stated earlier, the Council could receive over £60 million of affordable housing commuted sums over the coming years. It is therefore proposed that a governance process (summarised in the flowcharts in Annexes 1, 2 & 3) be developed for this money. As part of this process a new advisory panel would be established to approve and recommend affordable housing commuted sum allocations to Executive. A proposed Terms of Reference for this panel is set out in Annex 4.

The key points for this process would be as follows:

1. Opportunities/Proposals for the use of commuted sums for affordable housing are invited in the first instance from Council Departments and Wokingham Housing Limited. Proposals are collated and screened by the affordable housing commissioning function of the council in the Housing Service (Head of Housing and Executive lead)
2. There is a presumption that WHL will be the delivery vehicle for commuted sums funded schemes (Annex 1), but in exceptional cases the Housing Service (HRA) (Annex 2) or a Registered Provider (Annex 3) may be chosen as above.
3. Proposers will be asked to develop a business case (standard template) for proposals not 'screened out'. Proposers will need to consult with Finance and Environment services to establish the capital funding: -

- a. Bid for commuted sums
 - b. Bridge finance requirements through council borrowing and on-lending
4. WHL will separately need to seek approval from the Holding Company prior to developing a business case
 5. In the event that neither WHL nor the Housing Service (HRA) are able to take forward the development opportunity, Registered Providers will be invited to express an interest
 6. The Affordable Housing Implementation Group will be consulted on all business cases
 7. Completed business cases will be submitted to the Commuted Sums Advisory Panel
 8. Recommendations from the panel will be received by the Executive, which will make a final decision.

It is proposed that the bids be evaluated against the following criteria:

- a) Fit with Housing Strategy and other corporate objectives (40% weighting)
- b) Deliverability (20% weighting)
- c) Value for Money (20% weighting)
- d) Financial return/savings generated to the Council (20% weighting) – There is an expectation that all WHL projects generate a 4% return for the Council (effectively a finance charge on the basis the commuted sum does not need to be repaid).

If agreed, it is envisaged that the process would run in a similar way to the Homes and Communities Agency 2015-2018 National Affordable Housing Programme with an initial bid round followed by continuous acceptance and evaluation of new bids going forward.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£0	N/A	N/A
Next Financial Year (Year 2)	£0	N/A	N/A
Following Financial Year (Year 3)	£0	N/A	N/A

Other financial information relevant to the Recommendation/Decision

The Council could receive over £60 million of affordable housing commuted sums over the coming years. This will ensure a clear, transparent process for the allocation of those funds.

Cross-Council Implications

This is an opportunity to provide a range of affordable housing to meet the needs of all our residents including those with disabilities, our young people and others with a specific housing need. It will ensure transparency, accountability and the targeting of funding at the greatest need.

Reasons for considering the report in Part 2

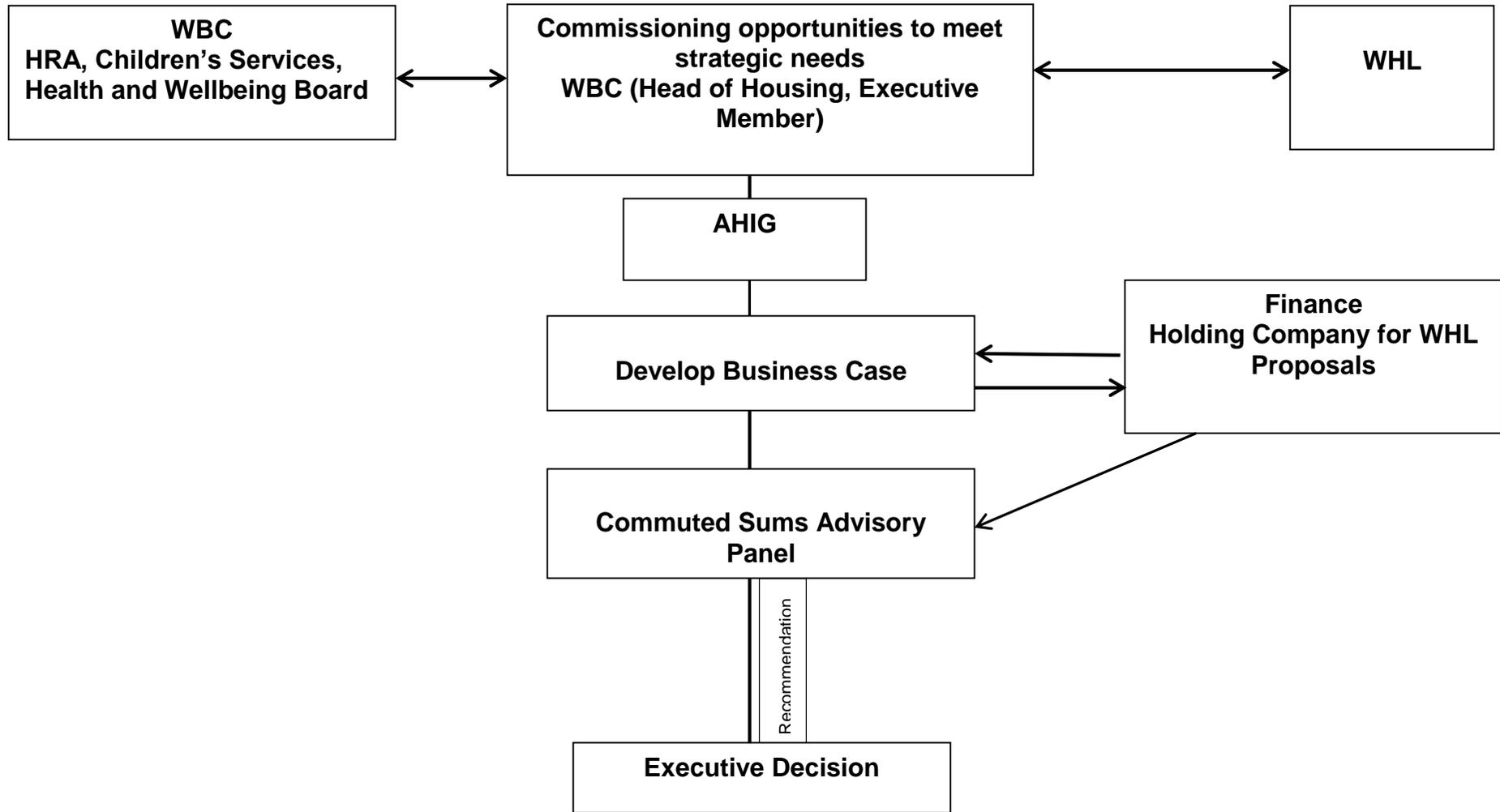
Not applicable

List of Background Papers

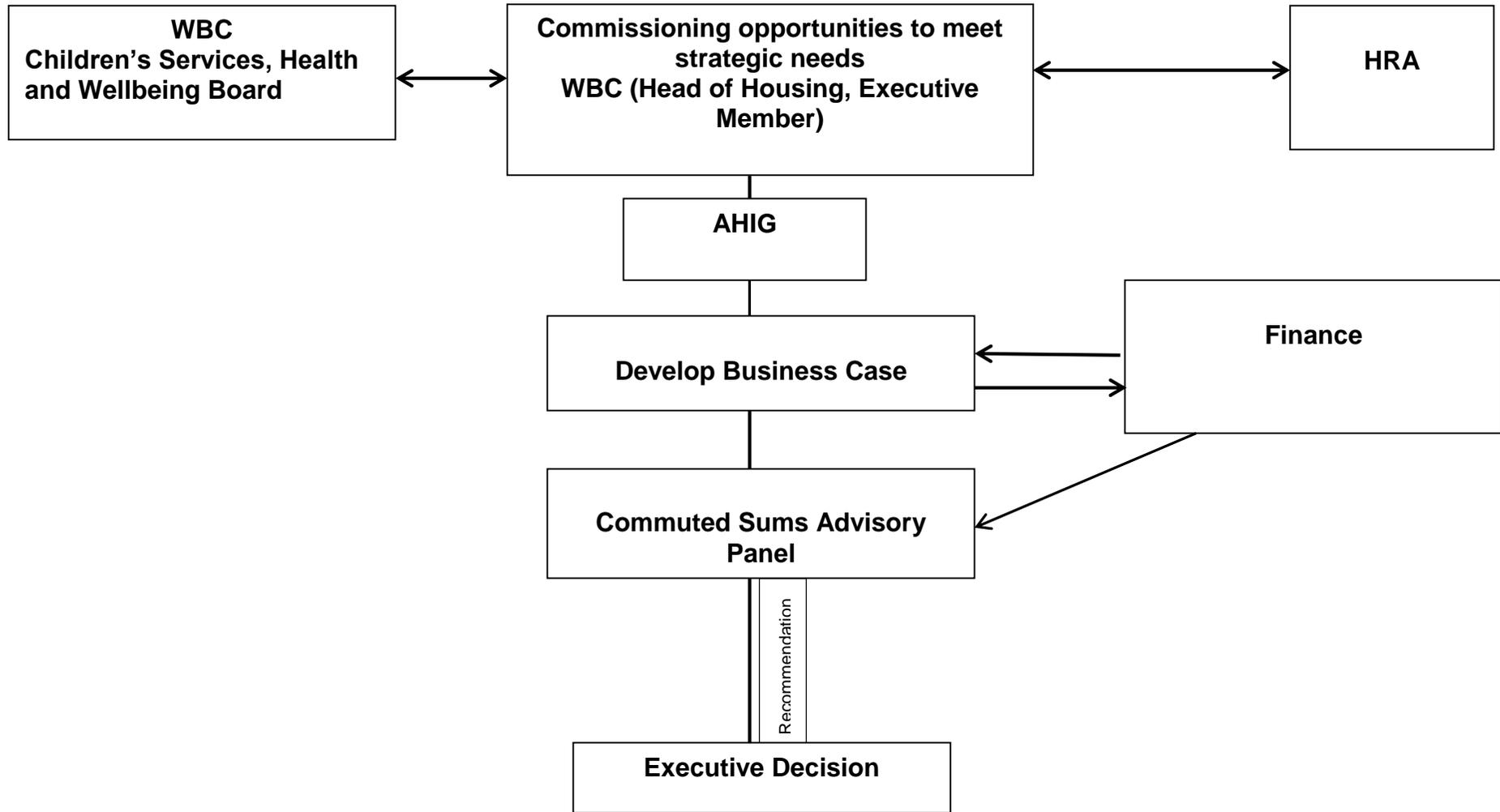
None

Contact Simon Price Frances Haywood	Service Housing & Development Policy and Planning
Telephone No 0118 974 3775 0118 9746859	Email Simon.price@wokingham.gov.uk frances.haywood@wokingham.gov.uk
Date 13 March 2015	Version No. 2

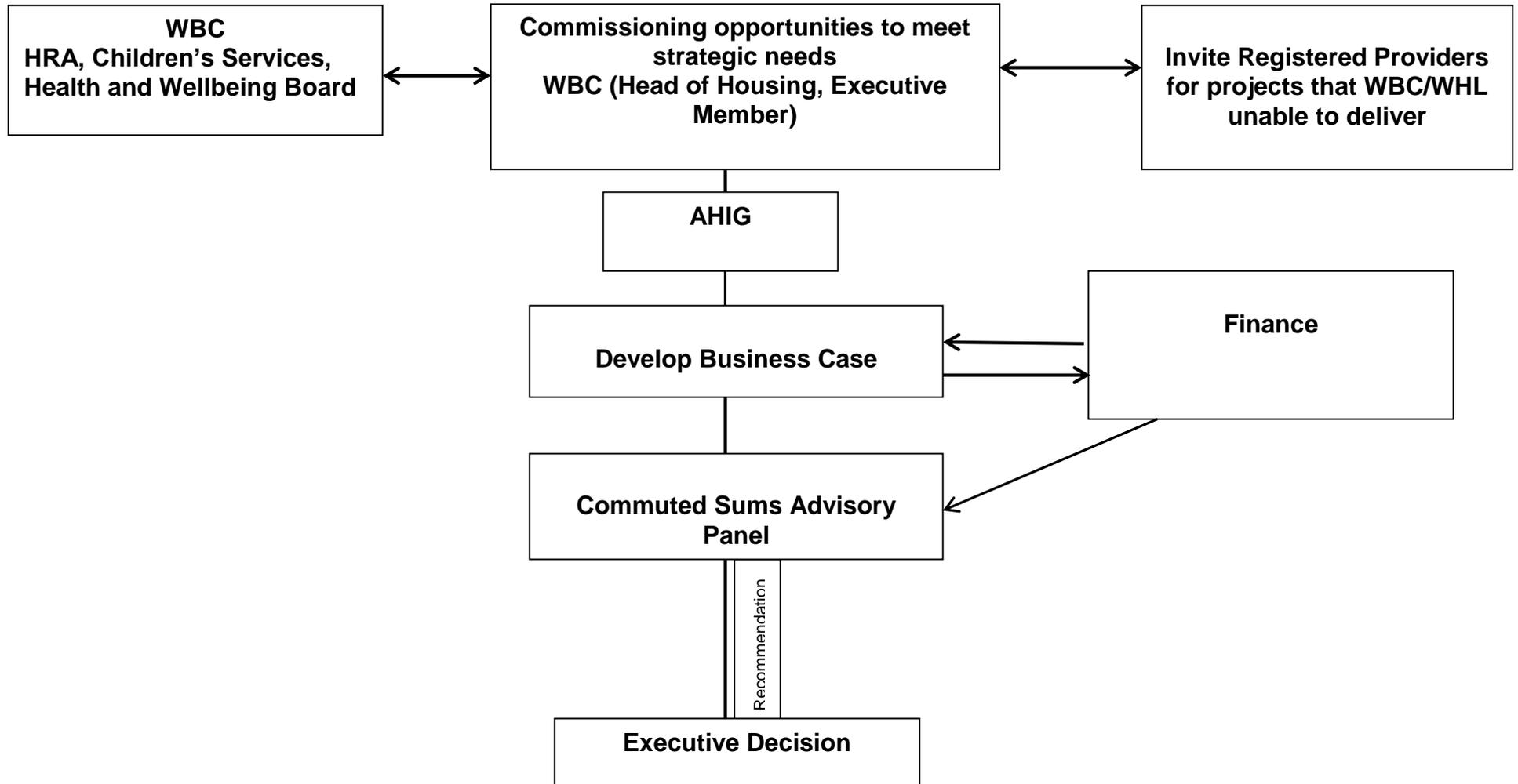
ANNEX 1 - AFFORDABLE HOUSING COMMUTED SUM GOVERNANCE FLOWCHART FOR WHL



ANNEX 2 - AFFORDABLE HOUSING COMMUTED SUM GOVERNANCE FLOWCHART FOR HRA



ANNEX 3 - AFFORDABLE HOUSING COMMUTED SUM GOVERNANCE FLOWCHART FOR EXTERNAL PROVIDERS





TERMS OF REFERENCE FOR THE COMMUTED SUMS ADVISORY PANEL

Purpose

To make recommendations on affordable housing commuted sums to Executive.

Duties and responsibilities

The Commuted Sums Advisory Panel must work within the context of Wokingham Borough Councils constitution.

The specific remit of the Commuted Sums Advisory Panel will be:

- i. To make recommendations to the Executive for the allocation of affordable housing commuted sums
- ii. To monitor and report on the allocation of commuted sums to the Capital Finance Team and Wokingham Housing Limited Holding Company

Meeting frequency

The Commuted Sums Advisory Panel to meet as required but every three months as a minimum. The meetings are to be public, with attendance in an observatory capacity. The quorum for the meetings will be 3 members.

Membership

The membership the Commuted Sums Advisory Panel will be appointed at the Annual Meeting of the Council and will consist of;

- Five members of the Council, allocated in accordance with political balance rules, but not to include the Executive Member for Planning and Highways
- Involved Tenant, nominated from the Tenant and Landlord Improvement Panel.

Administration and support

The meetings will be formally minuted and will be available on the Council's website. Administration and support of the Commuted Sums Advisory Panel will be undertaken by the Housing Service at Wokingham Borough Council.

Agenda setting

The Commuted Sums Advisory Panel will send out agenda and papers for each meeting, one week in advance.

Circulation of minutes

The papers will be circulated to all members of the Commuted Sums Advisory Panel will be sent within two weeks of each meeting.

To receive agenda, minutes and associated papers

All members

Heather Thwaites, Director of Environment

Stuart Rowbotham, Director of Health and Wellbeing

Anne Hunter, Service Manager Democratic Services

This page is intentionally left blank

TITLE	Continuation of Public Health Functions (Contract Extension)
FOR CONSIDERATION BY	The Executive on 26 March 2015
WARD	None Specific
DIRECTOR	Stuart Rowbotham, Director of Health and Wellbeing
LEAD MEMBER	Julian McGhee-Sumner, Executive Member for Health and Wellbeing

OUTCOMES/BENEFITS TO THE COMMUNITY

Continuation of contract for the provision of chlamydia screening, dental, library, GUM and Family Services and school nursing.

RECOMMENDATION

That the Executive resolves to extend the current contract for the provision of chlamydia screening, dental, Library, GUM and family services and school nursing on the same terms and conditions until 31 March 2016.

SUMMARY OF REPORT

Proposed one year extension of the current contracts with Berkshire Health Foundation Trust (BHFT) for the provision of chlamydia, dental Library, GUM & family services and school nursing contract services from 1 April 2015 to 31 March 2016.

The extension of the contract is for the following provisions:

Chlamydia Screening Programme, including the following areas:

- To work to embed Chlamydia screening in core services (primary care including GP practices, sexual and reproductive health(SRH) and Genitourinary Medicine (GUM) services, and Termination of Pregnancy services)
- To ensure screening and treatment is widely accessible to young people through a range of venues and routes, and is widely promoted and publicised
- To ensure a robust system is in place for contacting and treating partners of Chlamydia positive index patients
- To ensure screening is accessible to high risk and target groups
- To ensure sexual health promotion is an integral part of all Chlamydia screening activities
- To provide an appropriate level of service to ensure outcomes are achieved
- To identify local barriers to the delivery of Chlamydia screening and work in partnership to overcome these

School Nursing, including the following areas:

1. Provide a core offer of **Universal provision** to all school age children attending state-funded schools, including Free Schools and Academies.
2. Safeguard and promote the welfare of children and young people and to implement child protection measures when required.
3. Deliver a targeted service in line with evidence based needs at population and individual level to at-risk and vulnerable groups of children, young people and their families known to the service and registered with a Berkshire school.
4. To provide a skilled and experienced team of staff that work flexibly across a range of settings and localities to ensure that parents and schools have access to the services and support they need.
5. To support a range of public health initiatives to meet identified priority health needs and populations as decided jointly with the local authority through local monitoring and performance management arrangements (see performance monitoring framework).
6. Provide a flexible, accessible and proactive service, in and out of school hours and terms, using technology and other approaches to ensure the service is readily accessible directly by the children and young people who attend the Berkshire schools and their families.
7. Record information and data as agreed with the commissioner to monitor progress, outcomes and improvements in the health of school age children and young people.
8. Ensure that children with identified health needs have continuity of support throughout their school career and where appropriate are communicated to partner agencies (e.g. schools, colleges, social care).

Dental Health Services, including the following areas

- Develop healthy eating policy and snack guidelines
- Integrate oral health with other health promotion activities
- Encourage each setting to have oral health champions
- Provide training in oral health for people who work with children including prevention of decay, erosion and dental injuries
- Encourage involvement of parents in early years and primary school interventions
- Signposting to NHS dental services

Background

The current public health contracts with BHFT for sexual health chlamydia screening programme, dental services Library, GUM & family services and school nursing are due to expire on 31 March 2015.

These contracts are managed on behalf of the Council by the Berkshire Public Health shared team at Bracknell Forest Borough Council in line with the joint agreement.

The contracts with BHFT need to be extended for one year so that the provision of service can continue. Bracknell Forest Borough Council is now asking each local authority to provide written confirmation that the Council has agreed to extend these contracts.

In order for the public health contracts with BHFT to be extended from 1 April 2015 to 31 March 2016 and ensure these essential services are able to continue, an extension must be agreed by the executive as this is a second extension on the existing contract.

This extension will be an interim measure for one year whilst procurement options are considered and implemented.

Analysis of Issues

Due to the late instructions to extend the contract and the procedures for a further one year extension this report has had to come to the Executive.

The factors below describe the issues that have been faced around the key services and therefore meaning the contract has not been re-tendered.

- Chlamydia Screening Programme – The Three Berkshire West Councils working together with the Public Health shared team successfully tendered the main Sexual Health Contract during 2014/15 (preferred provider is RBH). The Chlamydia Screening Programme sits outside of this contract and is now subject to a formal review of how this is delivered across Berkshire.
- School Nursing Service – This is a major service issue for the Council in that it is now complimented with the transfer of the Health Visitor service from the 1st October 2015. The procurement options for both of these services are being reviewed currently.
- As we work across the 6 authorities timescales are decided with all authorities in mind, meaning local authority procedures are not always taken into account.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	£432,175	Yes	Revenue
Next Financial Year (Year 2)	0	0	0
Following Financial Year (Year 3)	0	0	0

Other financial information relevant to the Recommendation/Decision
--

The costs associated with the extension are being met from existing ring fenced budgets within Public Health and have been included into next year's budget as previously planned.
--

Cross-Council Implications

None specific to the extension.

List of Background Papers

None

Contact Darrell Gale	Service Public Health
Telephone No 0118 974 8293	Email Darrell.gale@wokingham.gov.uk
Date 18 March 2015	Version No. 001