



# WOKINGHAM BOROUGH COUNCIL

A Meeting of the **SCHOOL ADMISSIONS FORUM** will be held at the Civic Offices, Shute End, Wokingham, RG40 1BN on **WEDNESDAY 2 NOVEMBER 2016 AT 7.00 PM**

A handwritten signature in black ink, appearing to read 'Andy Couldrick'.

Andy Couldrick  
Chief Executive  
Published on 25 October 2016

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# **WOKINGHAM BOROUGH COUNCIL**

## **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



<b>Appendix C</b>		<b>71 - 88</b>
WBC proposed local in-year co-ordinated scheme 2018/19		
<b>Appendix D</b>		<b>89 - 98</b>
WBC proposed sixth form policy 2018/19		
<b>Appendix E</b>		<b>99 - 100</b>
Consultation on Wokingham admission arrangements 2018/19		
<b>28.</b>	<b>OWN ADMISSIONS AUTHORITY PROPOSALS</b>	<b>101 - 136</b>
	The Forum to consider the own admission authority proposals received to date: Earley St Peters CE St Dominic Savio Catholic Piggott	
<b>29.</b>	<b>DATES OF FUTURE MEETINGS</b>	
	To note the dates of the planned future meetings.	
	11 January 2017	

**Any other items which the Chairman decides are urgent**

A Supplementary Agenda will be issued by the Chief Executive if there are any other items to consider under this heading.

**CONTACT OFFICER**

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Piers went through the questions in the template and during the discussion of the report the following points were made:

- The report was being completed and would be ready for submission by the end of June;
- The Forum agreed that there were no concerns relating to the admission arrangements for Looked After Children (LAC) or previously LAC;
- There were also no concerns over the admissions of children with disabilities. Piers informed that the Local Authority was in the process of setting up two new specialist units, one in Emmbrook for ear impairment and one in St Crispins for Autistic Spectrum Disorder;
- The Headteachers present described the increasing difficulty in obtaining Education Health Care Plans (EHCP) for children, even when they believed their needs were very severe. This was disappointing as it took a long time for staff to prepare the cases. A Headteacher reported that it was more cost effective to use the school's own budget to meet the child's needs then go through the process of applying for a statement, which was a lengthy process with no guarantee of success;
- The Forum noted that it was also difficult to secure funding for children who were just below the level to secure an EHCP;
- Members expressed concern that going forward, schools would not be able to meet the needs of children within the current arrangements of reduced funding for Special Educational Needs;
- Members agreed that the co-ordination of admissions had worked well, the Local Authority provided this service to most schools in the Borough;
- David Babb stated that the government was aware of the issue of multiple offers (where schools co-ordinated their own admissions). This was not a problem in Wokingham at the moment because Wokingham co-ordinated the admissions process for most schools in the Borough. David also stated that it was much easier for parents to apply just once rather than having to apply to several different schools;
- Members noted that there was potential for children to be out of school for longer if the co-ordination arrangements weren't managed by the Local Authority;
- David Babb knew of other authorities that had stopped co-ordinating the admissions for schools who were now going back to being the central point of co-ordination because this was a better system;
- It was disappointing to note that some parents were still reluctant to put down more than one preference in their applications, particularly in the Earley area. It would be helpful if parents in the Earley area considered putting Earley St Peters as one of their preferences to avoid being diverted to schools much further away;
- Piers reported that there was less pressure for secondary school places this year. This was due to a number of factors, for example the opening of Maiden Erlegh Reading, Bulmershe improvements and the new secondary school in Arborfield;
- Regarding the school admission appeals process, most schools in the Borough used the services provided by Wokingham Borough Council, as a traded service;
- Piers informed that there were ongoing discussions within the Council about splitting the Admissions team into two. Part of the team would move to the Customer Services department to deal with the operational aspect of admissions; the other half of the team would be involved with the more strategic side of admissions;
- The Forum expressed great concern about the idea of splitting the admissions team. It was felt that the system worked very well as it was. Members feared mistakes could

be made by inexperienced officers in Customer Services and it would be the schools who would have to deal with the consequences;

- Members emphasised that some of the parents' queries over the phone were very complex and it took a long time to train admissions officers;
- Piers stated that going forward people would be encouraged to use the online services more. Piers admitted that there were risks in this strategy, but new ways of working were being explored;
- Members were informed that there had been significant changes in staff within the admissions team. Notably, the retirement of Sue Riddick represented a great loss of expertise. Piers stated that the senior officers were relatively stable and no changes were expected at that level;
- It was noted that there were a number of new schools being created in the Borough. These schools would be academies which were their own admission authorities. Piers was confident that the academy trusts were experienced and would be compliant with the proper admissions processes;
- The Forum noted the ongoing issue of monitoring fraudulent residence or the use of gamesmanship to obtain school places. The Earley area was of particular concern, the Local Authority was looking at ways in which to write a policy to deal with this situation;
- Piers affirmed that once a place had been offered to a child, it was very difficult to withdraw it. Also there was no legislation to stop people from moving after the allocation of a place, the address was only relevant at the point of application;
- Some Members expressed frustration with the current position on summer born children to delaying their entry to school. This had an impact on the school's budget and it also prevented other children from joining the school. David Babb informed that this was one of the areas that was going to be reviewed by the new Admissions Code, as the government recognised there were issues with the admissions of summer born children;
- Some Headteachers had noticed that when parents weren't offered their first preference of school they were more likely to delay entry in the hope of obtaining their first preference in the next year;
- Headteachers stated that if a number of parents decided to delay their child's entry to school, this could have severely implicate the school's budget;
- Patricia Cuss stated that some summer born children were not emotionally ready to start school and would benefit from delaying their entry, and this should also be considered;
- Piers stated that there was concern that by delaying entry to school, these children would not receive their entitlement of 12 years of statutory education;
- David Babb stated that there could be a consultation before the draft code was written;

The Forum agreed that it had been useful to be able to discuss and contribute to the report before its completion and submission.

**RESOLVED** That the final report be included in the agenda for the next meeting of the Forum.

### **23. ALLOCATION OF PLACES FOR 2016/17 ACADEMIC YEAR**

The Forum received the Allocation of Places for 2016/17 Academic Year report which was set out on Agenda pages 29-49.

Piers stated that the main area of concern was Key Stage 1 as there was a very small number of surplus places in the Borough. New places had been created but more places were needed.

This year a lot of parents were unable to secure a school place at Lambs Lane Primary School. Piers believed this was the result of long term development now bringing in new families into the area.

A new school was being created in Shinfield in the Reish Green site; this would create 30 school places. Members asked what name was going to be given to this new school and suggested it should not include '*Shinfield*' so not to cause confusion with Shinfield St Mary's CE Junior School and Shinfield Infant & Nursery School. Piers informed that it was Floreat Trust who was responsible for this new school and they could choose their own name.

Beth Rowland stated that Emmbrook School was disappointed that the admissions prediction relating to their new intake in September was not very accurate. They had in fact received a lower number of applications than the number anticipated by the LA. This had implications in their budget planning.

David Babb explained that it was very difficult to predict admission numbers as there were too many variables.

Piers reported that there were sufficient surplus secondary school places this year. The opening of the new secondary school, Bohunt had created additional school places. Although there was surplus secondary school capacity this year, it was believed these places were needed for the next few years and the LA had to be prepared for it.

Edward Hunter pointed out that Bohunt only needed to create 75 places, however Emmbrook was having to cut back on already established numbers.

It was noted that Emmbrook was going to have a new Headteacher, this created uncertainty for parents. It would take a few years for the new Headteacher to build up trust with parents. This would affect Emmbrook's admission numbers.

Piers stated that the admissions numbers varied year on year.

**RESOLVED** That the report be noted.

#### **24. CURRENT SCHOOL ADMISSIONS ARRANGEMENTS**

Piers reported that it was possible that Loddon Primary's designated area may need to be changed, but this was not certain yet.

David Babb informed that he believed that the new Admissions Code would address two issues in particular:

- In-year co-ordination schemes and
- Summer born children admission

The Forum was in agreement that there were no concerns for the admission arrangements for 2018/19, but there could be many changes in 2019/20.

**RESOLVED** That the report be noted.

## **25. DATES OF FUTURE MEETINGS**

The dates for planned future meetings of the Forum up to 2016 be noted as follows:

- 2 November 2016 – nearer the time the Officers would liaise with the Chairman to decide if there was enough business to conduct this meeting.
- 11 January 2017

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<b>TITLE</b>	<b>Consultation On 2018/2019 Admission Arrangements For Voluntary Controlled And Community Schools And Co-ordinated Admission Schemes</b>
<b>FOR CONSIDERATION BY</b>	School Admissions Forum on 2 November 2016
<b>REPORT PREPARED BY</b>	Piers Brunning
<b>STRATEGIC DIRECTOR</b>	Judith Ramsden, Director of Children's Services

## **SUMMARY**

The School Admissions Forum is invited to comment on the proposal to consult on amendments to the local authority's annual admissions arrangements.

The School Admissions Code only requires consultation where there are changes proposed; where the admission arrangements have not changed from the previous year there is no requirement to consult, subject to the requirement that admission authorities must consult on their admission arrangements at least once every seven years, even if there have been no changes during that period.

Admissions authorities are required to make changes where the School Admissions Code and/or relevant legislation are changed.

It is understood that the government is expecting to consult on new Admissions Code although the timing has not yet been announced. Following consultation, once the draft becomes statute, any further statutory changes will be incorporated into our admission arrangements without consultation. Changes may also be required to the F1 Nursery policy when clarification is received on the proposed 30 hours free childcare available to working parents including resultant adjustment to the number of places available to support this change.

## **RECOMMENDATIONS**

That the Forum notes that the proposed changes to the previous year's arrangements below, and: a) comments on the proposed items to be included and b) advises the local authority of any other issues which it feels should be addressed within the admission arrangements for the 2018/2019 admission year

## SUPPORTING INFORMATION

The following are proposed changes to the previous year's arrangements, all of which are subject to consultation:

<b>List of Background Papers</b> Current School Admissions Code, School Admissions Appeals Code, and relevant Regulations Approved co-ordinated admissions schemes for previous years.		
<b>Held by</b>	Piers Brunning	<b>Service</b> Children's Services
<b>Telephone No</b>	974 6084	<b>Email</b> <a href="mailto:piers.brunning@wokingham.gov.uk">piers.brunning@wokingham.gov.uk</a>
<b>Date</b>	02 November 2016	<b>Version No.</b> 1.0

<b>DRAFT (FOR CONSIDERATION BY ADMISSIONS FORUM)</b>
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**CONSULTATION ON ADMISSIONS ARRANGEMENTS FOR WOKINGHAM BOROUGH  
COUNCIL COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS AND THE  
COUNCIL'S PROPOSED CO-ORDINATED ADMISSIONS SCHEMES FOR 2018/2019**

**AN EXPLANATION OF PROPOSED CHANGES ON WHICH VIEWS ARE INVITED**

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

The consultation runs from 9 December 2016 to 3 February 2017. Responses should be returned by 3 February 2017 to:

Piers Brunning Service Manager Policy Strategy and Partnerships

Children's Services

Wokingham Borough Council

Shute End

Wokingham RG41 1WN

Email: [admissions.review@wokingham.gov.uk](mailto:admissions.review@wokingham.gov.uk)

**1. E APPLICATION process**

Wokingham intends to move to a fully online admissions process, removing both paper applications forms and paper responses following a lean review of current processes. Online processes are commonplace and well used by the public. Where parents have difficulties filling in online forms or reading information online support will be available through the council's customer services team.

**2. WAITING LISTS (APPLICABLE TO PRIMARY AND SECONDARY ADMISSIONS)**

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school. However, waiting lists will be maintained for single academic years only and parents will need to re-apply each academic year if they wish their child to be on the waiting list for a particular school.

### **3. ADMISSION NUMBERS**

The new School Admissions Code no longer requires consultation on increase to school admission numbers and comments are not invited on these proposals as part of this consultation. However, for information, the Council has adopted a Primary School Strategy setting out its aims to increase school places during the period 2013-2016, either by expanding existing schools or by commissioning new schools. Further information about individual proposals, with opportunity to comment on them, will be available through separate consultation processes. The planned admission numbers, to be set out in the draft co-ordinated scheme, will be updated in the light of any decision taken to consult on statutory proposals for implementation in 2017/18 or 2018/2019, or any changes determined and notified to the Local Authority by own-admission authority schools.

### **4. DESIGNATED AREAS**

The Council is considering making changes to designated areas in view of admissions issues and capacity changes in the Earley area. In particular a number of children have been placed in schools outside the Earley cluster or neighbourhood, despite there being sufficient capacity for all Earley resident children across all Earley schools

During this initial phase of consultation proposals are invited from interested parties for inclusion in the formal consultation that will commence later in the year. The Forum is therefore invited to comments as they see fit on the current designated areas. These are set out as Appendix E Earley Neighbourhood Designated Areas.

Points to note:

Loddon Primary School is growing to offer 90 places each year.

Aldryngton Primary School has been oversubscribed in area and there is a scheme to expand that school in development. This scheme is not expected to be determined by the date by which 2018/19 admission arrangements must be determined.

The Neighbourhood map has been amended to show Earley St Peter CoE VA Primary School's as part of the Earley neighbourhood.

### **5. RESIDENCE CRITERIA**

Concern has been expressed that a number of parents "game" the admissions system by making temporary accommodation arrangements with a view to securing offers at heavily oversubscribed schools (often at the expense of long term residents).

The Admissions Forum is invited to comment on the current proposed arrangements:

## ***“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. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement.

Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. If there are two or more homes, evidence will be required as to which is the main home showing that the other property is either let out on a long term rental (6 months plus), that the property is uninhabitable, or that the address is in the process of being sold and the family live permanently in the declared property. This evidence is required to prove where an applicant was living at the time of making the application.

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.

After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. 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 to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

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 deadline for submission of evidence to support a move is January 15, 2018. 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.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

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.”

The 2016/17 arrangements included the following specific measures:

“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.”

Does the Forum consider that the proposed measures give sufficient protection against “gaming” by local residents?

Does the Forum have a view on the 2016/17 arrangements?

Are there other measures the Forum would recommend?

## 6. CO-ORDINATED SCHEMES

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

January 15, 2018*	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, 2018	Ranked lists to be submitted to the local authority by own admission authority schools for secondary transfer
February 10, 2018	Entry to primary and junior transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration
February 16, 2018	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, 2018	Appeals timetable published to website (own admission authority schools will publish details on the school's website)
March 1, 2018	National secondary offer day
March 15, 2018	Secondary transfer: Deadline for accepting the offer of a place Late applications to be processed Waiting list information available
March 15, 2018	Ranked lists to be submitted to the local authority by own admission authority schools for the entry to primary and junior transfer
March 30, 2018	Closing date for notification of a secondary appeal to be heard together
March 31, 2018	Final co-ordination with other local authorities for entry to primary and junior school transfer
April 18, 2018(next working day)	National offer day for primary applications for those starting school and transfer to junior school offer day
May 3, 2018	Waiting list information available
May 18, 2018	Closing date for notification of an entry to primary or junior transfer appeal to be heard together
End May/early Jun-18	Local authority to advise schools of final allocation details
May/June 2018	Secondary appeals to be heard in accordance with published timetable
June/July 2018	Starting school and junior transfer appeals to be heard in accordance with published timetable

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## **Consultation on Wokingham's School Admission arrangements for Community and Voluntary Controlled schools and Coordinated School Admissions Schemes 2018-2019.**

The Council consults annually on school admissions matters, in order to consider any changes to the admission arrangements from those used in previous years. This consultation will be of particular interest to parents who are due to apply for their children to start school, transfer from infant to junior school and from primary to secondary school in September 2018 onwards. The Council is consulting with parents and schools on the proposed admission arrangements for community and voluntary controlled schools for September 2018. Details of the consultation and the changes being considered are available on the Council's website at: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions). Own admission authority schools are responsible for their own admissions arrangements and for consulting on any changes. The Council's website gives information about those schools which have separate consultations on changes to their own admissions policy.

### **How can I respond to the consultation?**

The Council's consultation is open from **7** December 2016 to **20** January 2017. If you would like to take part there is an online questionnaire, or alternatively you can download a response form to complete and return by email or post, at

### **What happens next?**

Responses will be considered when drawing up final recommendations to the Council's Executive, which will decide the admission arrangements and coordinated admissions schemes at its meeting on 18 February 2017. Once determined the final admission arrangements will be placed on the school admission pages of the Council's website. Details will also be published in the autumn, in the form of the Parents' Guides to Primary and Secondary School Admissions for entry to schools in 2018/2019.

**Contact details**, and how to respond by email, post, or using the online survey, are all available on the website at: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions).

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APPENDIX A



**WOKINGHAM  
BOROUGH COUNCIL**

Children's Services

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## **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**

**2018/2019**

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## A) DRAFT CO-ORDINATED ARRANGEMENTS FOR SCHOOL ADMISSIONS FOR ENTRY FROM SEPTEMBER 2018 TO AUGUST 2019

### INTRODUCTION

#### 1 Purpose of the co-ordinated schemes

All local authorities are required by law to draw up schemes for co-ordinating admission arrangements in the normal admission rounds for all state-funded (excluding special schools) 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 2016/2018 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 2015.

Wokingham Borough Council is suggesting some minor changes to its admission arrangements and will consult from December 7, 2015 to January 20, 2016 which meets the requirement prescribed in the School Admissions Code to consult for at least six weeks between October 1, 2015 and January 31, 2016. Included in the consultation is the co-ordinated scheme for state funded schools which include the proposed dates for co-ordination.

The final admission arrangements will then be considered and determined by the Council's Executive at its meeting on February ~~XX18~~, 2017~~6~~, and notified to the Secretary of State by the statutory deadline of February 28, 2016.

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The table below summarises this process:

December 2, 2016	Prior consideration by the School Admissions Forum of proposed changes to the co-ordinated scheme and admission policy for community and voluntary controlled schools.
October 1, 2016 to January 31, 2017	If changes are proposed or at least every seven years; a minimum six week consultation between 1 October and 31 January 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
January 31, 2017	Statutory date by which consultation must be completed
January 27, 2017	Further consideration by the Admissions Forum of the proposed changes together with the outcome of the consultation, if applicable
February 18, 2017	Admissions arrangements to be considered and determined by Council's Executive
February 28, 2017	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 2018 are set out within the Primary and Secondary Co-ordinated Schemes (pages 18 and 29).

### 4 Timetable for Co-ordinated Admissions Schemes 2018/2019

<b>PROPOSED TIMETABLE CO-ORDINATED ADMISSION SCHEMES 2018/2019</b>	
<b>Date</b>	<b>Action</b>
July 9, 2017	State-funded schools to provide school information to enable composite prospectus to be compiled
By September 11, 2017	Application packs for secondary transfer to be distributed via primary schools and on request
By September 12, 2017	Composite prospectus published on council's website
September 11, 2017	Online admissions open for applications for transfer to secondary school
October 31, 2017*	National closing date for secondary transfer applications
November 26, 2017	Secondary transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration
November 2017	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, 2017	Online admissions open for applications for entry to primary and transfer to junior school

January 15, 2018*	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, 2018	Ranked lists to be submitted to the local authority by own admission authority schools for secondary transfer
February 10, 2018	Entry to primary and junior transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration
February 16, 2018	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, 2018	Appeals timetable published to website (own admission authority schools will publish details on the school's website)
March 1, 2018	National secondary offer day – letters posted by first class post
March 15, 2018	Secondary transfer: Deadline for accepting the offer of a place Late applications to be processed Waiting list information available
March 15, 2018	Ranked lists to be submitted to the local authority by own admission authority schools for the entry to primary and junior transfer
March 30, 2018	Closing date for notification of a secondary appeal to be heard together
March 31, 2018	Final co-ordination with other local authorities for entry to primary and junior school transfer
April 18, 2018 (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, 2018	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, 2018	Closing date for notification of an entry to primary or junior transfer appeal to be heard together
End May/early June 2018	Local authority to advise schools of final allocation details
May/June 2018	Secondary appeals to be heard in accordance with published timetable
June/July 2018	Starting school and junior transfer appeals to be heard in accordance with published timetable

\* Dates may change to the next working day if the School Admissions Code is revised permitting national closing dates to be adjusted if the date falls on a weekend.

## **B) CO-ORDINATED ARRANGEMENTS FOR PRIMARY ADMISSIONS**

### **1 Overview of the scheme**

The primary admission arrangements (including applications for Foundation 2 (F2) reception and children transferring to year 3 in a junior school) 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:

- 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 (born 1 September 2013 to 31 August 2014) living in the Wokingham borough for the distribution of ~~application forms, advice about the online application process~~ comprised largely of information provided by requests for ~~school application packs~~ advice about the process of applying for a Reception place and information provided from the Council's early years' provider records. Parents who live in other local authority areas, 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~~ a school place 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 can register their child's details with the school admissions team to receive ~~an application pack, which will include a common application form~~ advice about using the online application process allowing parents to rank up to **four** schools in their order of preference. This includes preferences for own admissions authority schools e.g. academies, voluntary aided and foundation schools. Where reference is made in this scheme to academies, this includes free schools.

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

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 on line 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. An email acknowledgement will be sent.~~ Children's Services ~~will record receipt of the form and will~~ validate the application (checking proof of address by reference to Council Tax records). ~~For online applications, validation will~~ 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 consideration by their governing body or academy trust board, in accordance with their admissions criteria. School admission authorities apply their admission criteria 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 February 2018. Own admission authority schools apply their admission criteria 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 end-March 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 April 18, 2018, Children's Services will make their child's allocated school place available on line to write to email all parents resident in Wokingham borough ~~who completed an application form made an application before the closing date, 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 schools ranked higher than the school offered will be placed on a waiting list for the relevant school(s).

~~Offers will be accompanied by an acceptance form.~~ A facility to accept offers online will be available. Parents will be advised that if they fail to accept an offer of a place by May

3, 2018, 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 primary co-ordination will reflect the mandatory requirements of the School Admissions Code.

## **2 Nursery and Foundation One (F1) Admissions**

Admissions to state-funded 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 voluntary controlled primary and infant schools, proposed a policy for admission to F1 nursery classes or foundation stage units. Individual schools managing such admissions locally are to do so in accordance with the model policy.

Admission to F1 nursery classes at state-funded 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. An application for F2 Reception must be made by completing the common application form.

## **3 Timing of entry to Primary Education**

The local authority will offer all children a full time school place from the September following their fourth birthday. For 2018/2019, applications will be considered for children born between 1 September 2012 and 31 August 2013.

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 (with birthdays between 1 April to 31 August) will not be ready to start school in their chronological year group and would like their child to work a year behind; each 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).

#### **4. Applications for Academy, Foundation or Voluntary Aided Schools (own admission authority 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 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.

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.

#### **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, 2016. 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~~ make an application for a school place. The school admissions team will liaise with early years' settings in publicising the admissions round.

The online 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***

Children are normally allocated to their chronological year 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.

### ***Requests for summer born children to be admitted outside normal age group***

Where a parent considers that their summer-born child (with birthdays between 1 April to 31 August) will not be ready to start school in their chronological year group and would like their child to work a year behind; each admissions authority would consider such requests in accordance with their policy relating to admission outside the normal age group.

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.

### ***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 each academic year for its schools where necessary for children not offered a school place at a 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 requests annually to notify if they wish their child's name to remain on the waiting list for the next academic year. Where no response is received by the deadline, the child's name will be removed from the waiting list.~~ required to apply each year if they wish their child to be placed on the waiting list for a particular school. Waiting lists will not roll over from one year to the next. At all other times, it is the responsibility of parents to ensure that the school admissions team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

When the normal round of admissions closes (August 31) for F2 Reception and transfer to year 3 in a junior school, the waiting list will transfer to own admission authority schools on 31 December 2018, 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, 2018. 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, 2018. Changes to existing applications received after January 15, 2018 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, 2018***

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. [Parents of all Year 2 pupils will be available to apply online from November 2018 for a place at a Junior School. Information concerning 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 will also be available. 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 2016. These forms will be sent to parents via their infant school in November 2016 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 2018 in accordance with the in-year co-ordinated scheme.

Parents of children living outside 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~~ [decisions online](#) 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** Families who have exceptional medical or social needs as the grounds for their child's 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 inside 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** 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 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 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 2018 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 will 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.

F1 siblings attending a school nursery or foundation stage unit 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, to three decimal points, 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. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement.

Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. If there are two or more homes, evidence will be required as to which is the main home showing that the other property is either let out on a long term rental (6 months plus), that the property is uninhabitable, or that the address is in the process of being sold and the family live permanently in the declared property. This evidence is required to prove where an applicant was living at the time of making the application.

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.

After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. 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 to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

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 deadline for submission of evidence to support a move is January 15, 2018. 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.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

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.

### **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. formal residence order, child arrangements 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
- the address where child benefit or other benefit (if applicable) is paid
- where the child is registered with the GP
- any other evidence the parents may supply to verify the position

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

The information provided to determine the home address to be used will be considered by an admissions panel of at least two officers and their decision is final.

### **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, 2018. 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 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 the former Hazebrouck Barracks (co-ordinates: Easting 476869 and Northing 166249) 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 the army quarters at Arborfield but are assigned to another base.

### **Returning Crown Servants**

Families of crown servants returning from overseas to live in the Wokingham borough may apply for a place in advance of their move provided the application is accompanied by an official letter confirming the posting to the UK and the expected relocation date.

Where a parent is unable to provide confirmation of a relocation address, an indication of the area may be provided, narrowed down as far as possible, to which the family intend to return. Preferences will be considered but applications will be considered under criterion G (other children) until the parent is able to provide confirmation of the new address such as proof of exchange of contracts or a signed rental agreement. If a place cannot be offered at a preferred school; no alternative school will be offered until confirmation of the relocation address within the borough is received but the right of appeal will be advised.

It is the responsibility of parents to keep the school admissions team informed of any changes to their planned address during the application process.

### **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 2017/2018

PRIMARY SCHOOLS	PUBLISHED ADMISSION NUMBER	Admission No. indicated by Net Capacity Assessment***
Aldryngton Primary School	45	45
All Saints CE Primary School (Aided)**	45	45
Bearwood Primary School	40	36
Beechwood Primary School	45	45
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
Floreat Montague Park Primary School ****	60	-
Gorse Ride Infant & Nursery School	60	58
Gorse Ride Junior School	64	60
Grazeley Parochial CE Primary School (Aided)**	30	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	40
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	60

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 2015~~7~~-2018~~6~~. 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.

~~\*\*\*\*Floreat Montague Park Primary School is an Academy which is expected to open in September 2016 included for completeness.~~

## C) CO-ORDINATED ARRANGEMENTS FOR SECONDARY ADMISSIONS FOR ENTRY FROM SEPTEMBER 2018 TO AUGUST 2019

### 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.

~~Information about online c~~Common application forms ~~and information~~ will be distributed to parents of Year 6 pupils via their primary school, and documentation will may also 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 apply online without reference to a Wokingham primary or junior school.~~

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, e~~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 online common application form ~~and return it to Children's Services by the~~ agreed deadline. Acknowledgement will be by email ~~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 a~~Applications, validation where possible will ~~also~~ be validated using electronic records, 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 2016. 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, 2018, ~~Children's Services will write to~~ all parents resident in Wokingham Borough who completed an online application form, will be able to view their child's informing them of their child's allocated school place online. 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 schools ranked higher than the school offered will be placed on a waiting list for the relevant school(s).

~~Offers will be accompanied by an acceptance form.~~ A facility to accept offers online will be available. Parents will be advised that if they fail to accept an offer of a place by March 15, 2018, 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***

Children are normally allocated to their chronological year 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. Own admission authority 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 for each academic year 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 requests annually to notify if they wish their child's name to remain on the waiting list for the next academic year. Where no response is received by the deadline, the child's name will be removed from the waiting list required to re-apply each academic year if they wish their child to remain on the waiting list for each school.~~ At all other times, it is the responsibility of parents to ensure that the school admissions team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

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 2018, 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, 2016 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, 2018. Changes to existing applications received after January 15, 2018 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, 2018***

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, 2018 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 (The Bulmershe, The Emmbrook or St Crispin's Schools) 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** Families who have exceptional medical or social needs as the grounds for their child's 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 inside 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** 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 2018 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 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. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement.

Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. If there are two or more homes, evidence will be required as to which is the main home showing that the other property is either let out on a long term rental (6 months plus), that the property is

uninhabitable, or that the address is in the process of being sold and the family live permanently in the declared property. This evidence is required to prove where an applicant was living at the time of making the application.

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.

After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. 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 to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

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 deadline for submission of evidence to support a move is January 15, 2018. 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.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

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.

### **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. formal residence order, child arrangements 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
- the address where child benefit (if applicable) is paid
- where the child is registered with the GP
- any other evidence the parents may supply to verify the position

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

The information provided to determine the home address to be used will be considered by an admissions panel of at least two officers and their decision is final.

### **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, 2018. 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 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 the former Hazebrouck Barracks (co-ordinates: Easting 476869 and Northing 166249) 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 the army quarters at Arborfield but are assigned to another base.

### **Returning Crown Servants**

Families of crown servants returning from overseas to live in the Wokingham borough may apply for a place in advance of their move provided the application is accompanied by an official letter confirming the posting to the UK and the expected relocation date.

Where a parent is unable to provide confirmation of a relocation address, an indication of the area may be provided, narrowed down as far as possible, to which the family intend to return. Preferences will be considered but applications will be considered under criterion G (other children) until the parent is able to provide confirmation of the new address such as proof of exchange of contracts or a signed rental agreement. If a place cannot be offered at a preferred school; no alternative school will be offered until confirmation of the relocation address within the borough is received but the right of appeal will be advised.

It is the responsibility of parents to keep the school admissions team informed of any changes to their planned address during the application process.

**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 2018/2019**

<b>SECONDARY SCHOOLS</b>	<b>PUBLISHED ADMISSION NUMBER</b>	<b>Admission No. indicated by Net Capacity Assessment**</b>
Bohunt School Wokingham***	180	
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.

\*\*\*Proposed new school in Arborfield expected to open in September 2016 included for completeness.

## 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 online 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, 2018 (primary) or October 31, 201~~8~~<sup>6</sup> (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 state-funded (excluding special schools) Wokingham borough schools must be included on the application form available from the home authority.

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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, 2018 (primary) or January 29, 2018 (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

APPENDIX B

**DRAFT 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**

**2018/2019**

Proposed - part of the admission arrangements for entry to nursery schools and community and voluntary controlled schools in 2018/2019

## F1 ADMISSIONS POLICY – 2018/2019

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

#### General

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

The entitlement must be offered within part of the National Framework for Delivery and cannot be accessed in stand-alone blocks of less than 2½ hours or more than 10 hours in one day.

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.

<b>School</b>	<b>F1 Admission Number</b>	<b>F1 Age Range</b>
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	60 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 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)
- D** 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)

- E** 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)
- F** Any other children

**Notes on the above oversubscription criteria:**

**Note 1**

Available places are those places available having taking account of any two year olds currently on the roll at the nursery/foundation stage unit and 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)

<b>Linked Settings and Schools (for the purposes of Criteria C to E – note 3)</b>		
<b>Type of Setting</b>	<b>Infant / Primary linked school</b>	<b>Junior linked school</b>
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.

#### **Places for two year olds**

Some nurseries or foundation stage units might admit children after they become two years old if they are entitled to the free extended provision. Where there are more applications than places available children who are entitled to the free extended provision will be ranked according to the following oversubscription criteria detailed under the heading "Allocation of places (oversubscription criteria)" above.

Where any criterion is oversubscribed, children will be ranked according to the straight line distance that they live from the school with priority being given to children who live closest to the school.

Once such children are placed on roll at a nursery, they will be automatically entitled to take up a three year old place and the number of places for three year olds will reduce.

### **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**

<b>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</b>
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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 &amp; 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 2018/2019

### 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.

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: Title .....Initials.....Surname.....

Relationship to Child .....Home Telephone .....

Alternative Work or Mobile contact numbers .....

Email.....

Your address if different to that of your child: .....

.....

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

Is your child resident at more than one address?

**YES / NO**

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

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

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

Does your child have a Statement of Special Educational Needs 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  
If yes please enclose supporting documentation such as confirmation from the authority with parental responsibility/adoption order/child arrangements order or special guardianship order

YES / NO

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

Name(s).....

Date(s) of Birth.....

Setting/School .....

**Declaration:**

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

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

**SETTING USE ONLY**

Birth Certificate seen by:

Date:

**INFORMATION FOR PARENTS**

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

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

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

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

Signed: \_\_\_\_\_ (Parent/Carer) Date: \_\_\_\_\_

**YOUR CHILD'S ENTITLEMENT TO FREE EARLY LEARNING AND CARE**

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

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

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

It is generally regarded as good early 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

2018/2019

## **Introduction**

This is the proposed scheme for the local co-ordination of in-year admissions for the 2018/2019 academic year across the Wokingham Borough. Whilst there is no requirement in the School Admissions Code to co-ordinate in-year applications, 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 an official letter notifying relocation date for 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) 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 community and voluntary controlled 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 an own admission authority school that a place can be offered, whichever is the latter. Allocation or refusal letters will be sent by second class post.

## Applications

Applications must be made using the Wokingham Borough application form to apply for schools within the borough. The common application form is available on request or can be downloaded at: [www.wokingham.gov.uk/admissions](http://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 within 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 not accept applications from other local authorities where their resident applies direct to them. Applications must be made direct to Wokingham Borough Council on its 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. 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 an official letter notifying relocation date for 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 (particularly where the home address is within 20 miles of the borough).

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 the notes to each criterion for further information.

For own admission authority schools within the scheme, supplementary information forms (SIFs) may be required to support an application. SIFs are available for download at: [www.wokingham.gov.uk/admissions](http://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 and the application made to Wokingham Borough Council. 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 is automatically sent for applications made online and 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 the Fair Access Protocol

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](http://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](http://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.

Places cannot be held open for those applicants moving to a school's designated area and **there is no 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 advise 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](http://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/or 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 made 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 agreed with the majority of schools locally and any changes will be consulted on with schools within the Borough separately.

Details are available at: [www.wokingham.gov.uk/admissions](http://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](http://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** Families who have exceptional medical or social needs as the grounds for their child's 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 inside 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** 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, to three decimal points, 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.

Preference 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** Families 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 inside 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** 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, to three decimal points, 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. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement.

Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. If there are two or more homes, evidence will be required as to which is the main home showing that the other property is either let out on a long term rental (6 months plus), that the property is uninhabitable, or that the address is in the process of being sold and the family live permanently in the declared property. This evidence is required to prove where an applicant was living at the time of making the application.

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.

After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. 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 to withdraw the offer of a

place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

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 deadline for submission of evidence to support a move is January 15, 2018. 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.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

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.

### **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. formal residence order, child arrangements 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
- the address where child benefit (if applicable) is paid
- where the child is registered with the GP
- any other evidence the parents may supply to verify the position

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

The information provided to determine the home address to be used will be considered by an admissions panel of at least two officers and their decision is final.

### **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. 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 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 the former Hazebrouck Barracks (co-ordinates: Easting 476869 and Northing 166249) 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 the army quarters at Arborfield but are assigned to another base.

### **Returning Crown Servants**

Families of crown servants returning from overseas to live in the Wokingham borough may apply for a place in advance of their move provided the application is accompanied by an official letter confirming the posting to the UK and the expected relocation date.

Where a parent is unable to provide confirmation of a relocation address, an indication of the area may be provided, narrowed down as far as possible, to which the family intend to return. Preferences will be considered but applications will be considered under criterion G (other children) until the parent is able to provide confirmation of the new address such as proof of exchange of contracts or a signed rental agreement. If a place cannot be offered at a preferred school; no alternative school will be offered until confirmation of the relocation address within the borough is received but the right of appeal will be advised.

It is the responsibility of parents to keep the school admissions team informed of any changes to their planned address during the application process.

### **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 requests annually to notify if they wish their child's name to remain on the waiting list for the next academic year. Where no response is received by the deadline, the child's name will be removed from the waiting list. At all other times, it is the responsibility of parents to ensure that the school admissions team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

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 participating in the co-ordinated scheme.

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 must notify the school admissions team if they do not want their child's name to remain on the list.

## **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](http://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 2018.

### **Designated areas**

Only one change to the designated area of Nine Mile Ride Primary School will be proposed for 2018/2019. No changes to designated areas were proposed for other community or voluntary controlled schools and therefore the designated areas determined in 2017/2018 will apply for 2018/2019.

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<p><b>PROPOSED SIXTH FORM ADMISSIONS POLICY FOR COMMUNITY SECONDARY SCHOOLS 2018/2019</b></p> <p>Proposed - part of the admission arrangements for entry to community schools in 2018/2019</p>	 <p><b>WOKINGHAM BOROUGH COUNCIL</b></p>
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## **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 18<sup>th</sup> 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 were determined in March 2016 for Wokingham Borough community secondary schools and will apply to external admissions in 2018/2019. 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.

<b>School</b>	<b>Admission number</b>
The Bulmershe	20
The Emmbrook	20
St Crispin's	30

### **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 or Waingels College 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 application form to be used 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

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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 2018.

### **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.

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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.

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### **Glossary**

Published Admission Number	The number of places to 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 &amp; 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 and Waingels College 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 18<sup>th</sup> birthday.

***Admission Number***

The following admission numbers for external candidates only are determined 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.

<b>School</b>	<b>Admission number</b>
The Bulmershe	20
The Emmbrook	20
St Crispin's	30

***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).

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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 expected to 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.

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### **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, to three decimal 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.

## APPENDIX D

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

## APPENDIX D

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/>

## Appendix E

### Primary School designated areas Earley Neighbourhood

This map gives a guide to the designated areas for Community and Voluntary Controlled schools in the Wokingham Borough that use them in their over-subscription criteria.

If you require any further information, please contact the School Admissions team.

Areas not identified may be part of the designated area of a Voluntary Aided school.

Voluntary Aided schools are shown in blue for information only - please refer to the policies later in the guide.



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# Agenda Item 28.

<b>TITLE</b>	<b>Consultation On 2018/2019 Admission Arrangements For Voluntary Aided and Academy Schools</b>
<b>FOR CONSIDERATION BY</b>	School Admissions Forum on 2 November 2016
<b>REPORT PREPARED BY</b>	Piers Brunning
<b>STRATEGIC DIRECTOR</b>	Judith Ramsden, Director of Children's Services

## SUMMARY

Proposals received from Voluntary Aided and Academy Schools are appended.

## RECOMMENDATIONS

The School Admissions Forum comments as it sees fit on the proposed and adopted admissions arrangements appended below for

Earley St Peters CoE VA School (Appendix A)  
The Piggott School (Appendix B)  
St Dominic Savio RC VA School (Appendix C)

## SUPPORTING INFORMATION

The following are proposed changes to the previous year's arrangements, all of which are subject to consultation:

### List of Background Papers

Current School Admissions Code, School Admissions Appeals Code, and relevant Regulations Approved co-ordinated admissions schemes for previous years.

<b>Held by</b>	Piers Brunning	<b>Service</b>	Children's Services
<b>Telephone No</b>	974 6084	<b>Email</b>	<a href="mailto:piers.brunning@wokingham.gov.uk">piers.brunning@wokingham.gov.uk</a>
<b>Date</b>	02 November 2016	<b>Version No.</b>	1.0

**Appendix A Earley St Peters CoE VA School**

**Appendix B The Piggott School**

**Appendix C St Dominic Savio RC VA School**

# Earley St. Peter's Church of England (Aided) Primary School

## Admissions Policy for the Academic Year 2018-2019

Earley St. Peter's CE Primary School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

### Admission arrangements to the Reception year in September 2018

The governors believe that these arrangements comply with the School Admissions Code and all relevant legislation, including that on infant class sizes and equal opportunities.

**Parents (see Note 1) who wish to apply for the Reception Year in September 2018 must complete the common application form, paper or online, provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The application must be received by that LA no later than 15 January 2018. Applications received after this date will normally be considered only after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 15 April 2018.**

The published admission number is **70**. In 2018-2019 the Governors will therefore admit a maximum of seventy children whose fifth birthday falls between 1 September 2018 and 31 August 2019. The School will not accept applications for children who will not reach the age of five during the admission year 2018-2019.

Parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may request that the child is not admitted until later in the school year 2018-19 (no later than the term after the child's fifth birthday, when the child reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2019 and 31 August 2019 (summer-born children), parents who do not wish them to start school in school year 2018-19, but to be admitted to the Reception Year in September 2019, should proceed as follows. They should apply at the usual time for a place in September 2018 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2019. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2019) for a Reception place in September 2019. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2018 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2019 for a Year 1 place in September 2019. Parents should be

aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018-19 Reception Year group.

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

**NOTE: The Governors reserve the right to verify any of the information given on the application form and the church attendance form (the supplementary information form), and to re-categorize the application in the light of any inconsistencies.**

### **Over-subscription criteria**

Children with an Education Health and Care Plan (EHCP) or a Statement of Special Educational Needs naming Earley St. Peter's Church of England (Aided) Primary School in the Plan or the Statement will always be offered admission.

If there is then a greater demand for admission than there are places available, the following over subscription criteria will be applied in the order set out below.

- 1 Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after they became subject to an adoption, child arrangements or special guardianship order. (See Note 2)
- 2 Children, one of whose parents is a regular worshipper (at least once a month for at least the 12 months preceding the application date) at Earley St Peter's Church. In order for an application to be considered under this criterion the parent must complete the school's Church attendance form (countersigned by the relevant Priest/Minister) and send this form directly to the School. For those who have recently moved into the area and are attending Earley St. Peter's Church, worship prior to the move at their previous Anglican church will be taken into account (so the total qualifying period will be regular worship at least once a month for at least 12 months prior to the application date). The parent will also be required to provide a church attendance form, countersigned by the relevant Priest/Minister of the previous church, with their application.
- 3 Children with a normal home address (see Note 3) in the catchment area ( see Appendix ) and with sibling (see Note 4) on the roll of the school at the time of application and who is expected still to be in attendance at the time of entry to the school.
- 4 Children with a normal home address in the catchment area.
- 5 Children with a normal home address outside the catchment area and with sibling on the roll of the school at the time of application and who is expected still to be in attendance at the time of entry to the school.
- 6 Other children.

Within these criteria, should the need arise, priority is given to children living closest to the school. Distances will be measured using the Local Authority GIS computerized mapping system or another system adopted by the school. The distance is measured as a straight line between the

respective home address and the School using the system applied at the time of the application. In the event that two or more distance measurements are identical, random allocation will be used to decide which child will be allocated the place. This will be by supervised drawing of lots, carried out in the presence of a person independent of the school.

**For entry to the Reception Year in 2017-2018, the school received ( ) applications.**

70 offers were made. The criteria applicable to the applications were as follows (NB The oversubscription criteria were changed for 2018-2019):

2017-2018	No. of applications	No. of offers
EH&CP or Statement naming school		
Category 1 Looked after		
Category 2 Church (local)		
Category 3 Sibling		
Category 4 Catchment		
Category 5 Church (other)		
Category 6 Other		
<b>Total</b>		

**(Insert number)** appeals were made. **(This will be updated at a later date)**

**NOTE:** A separate admissions policy is applied to Earley St. Peter’s Nursery and an offer of a Nursery place does **NOT** guarantee an offer of a school place.

**All other admissions**

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 70 places. Applications must be made directly to the school on a form available from the school. If there is a vacancy, and there is no child on the relevant continued interest list with a higher priority (according to the over-subscription criteria 1-6 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will be considered by the Governing Body only up to half a term in advance of the desired date for entry. For example for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor’s letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an

address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

### **Admission outside normal age group**

Although most children will be admitted to the school within their own age group, requests from parents for school places outside their normal age group will be considered carefully eg. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However such admissions will not normally be agreed without a consensus between the parents, the school, the LA and any relevant professionals asked for their opinion by the Governing Body that it is in the best interests of the child.

### **Continued interest list**

The school maintains a continued interest list for those children who are not offered a place, including those unsuccessful at appeal; the order of priority on the continued interest list is the same as the list of criteria for over-subscription. Continued interest lists are maintained for each year group which is full. Should a casual vacancy occur, a place would be offered to the child at the top of the list using the over-subscription criteria (unless an application has been received that takes priority over the continued interest list). Positions on continued interest lists may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on a list. The school periodically seeks confirmation that parents wish a child's name to be kept on the continued interest list.

A written offer will be sent to the most recent address provided for the child in question, and parents should note that if they do not accept the place by the date indicated in the letter (normally two weeks from the date of the letter), or the place will be offered to the next name on the continued interest list.

### **Fair Access**

The school participates in the Wokingham Local Authority's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

### **Appeals**

Parents whose application is not successful have a right of appeal. Appeals should be sent on the appropriate appeal form, to the Chair of Governors, at the school, within 20 school days of receiving the letter refusing a place. An appeal form can be obtained from the school secretary or the school website.

An independent appeal panel, convened by the Oxford Diocesan Director of Education, hears appeals. In the event of an unsuccessful appeal, the school does not consider any further application in the same school year (1 September to 31 August), unless there is a material change in circumstances.

It should be noted that if a place is requested outside the normal age group and is refused, but one in the normal age group is offered, then there is no right of appeal.

### **Further information**

Any requests for further information or to arrange a visit to the school should be addressed, in the first instance, to the School Secretary, on telephone number 0118 926 1657

### **NOTES**

#### **Terms used are as defined below:**

**Note 1 "Parent"** is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

**Note 2 "Looked after"** means a child in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A "child arrangements order" is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A "special guardianship order" is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

**Note 3 "Normal home address"** means the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

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

- any legal documentation confirming residence

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

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

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

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

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

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

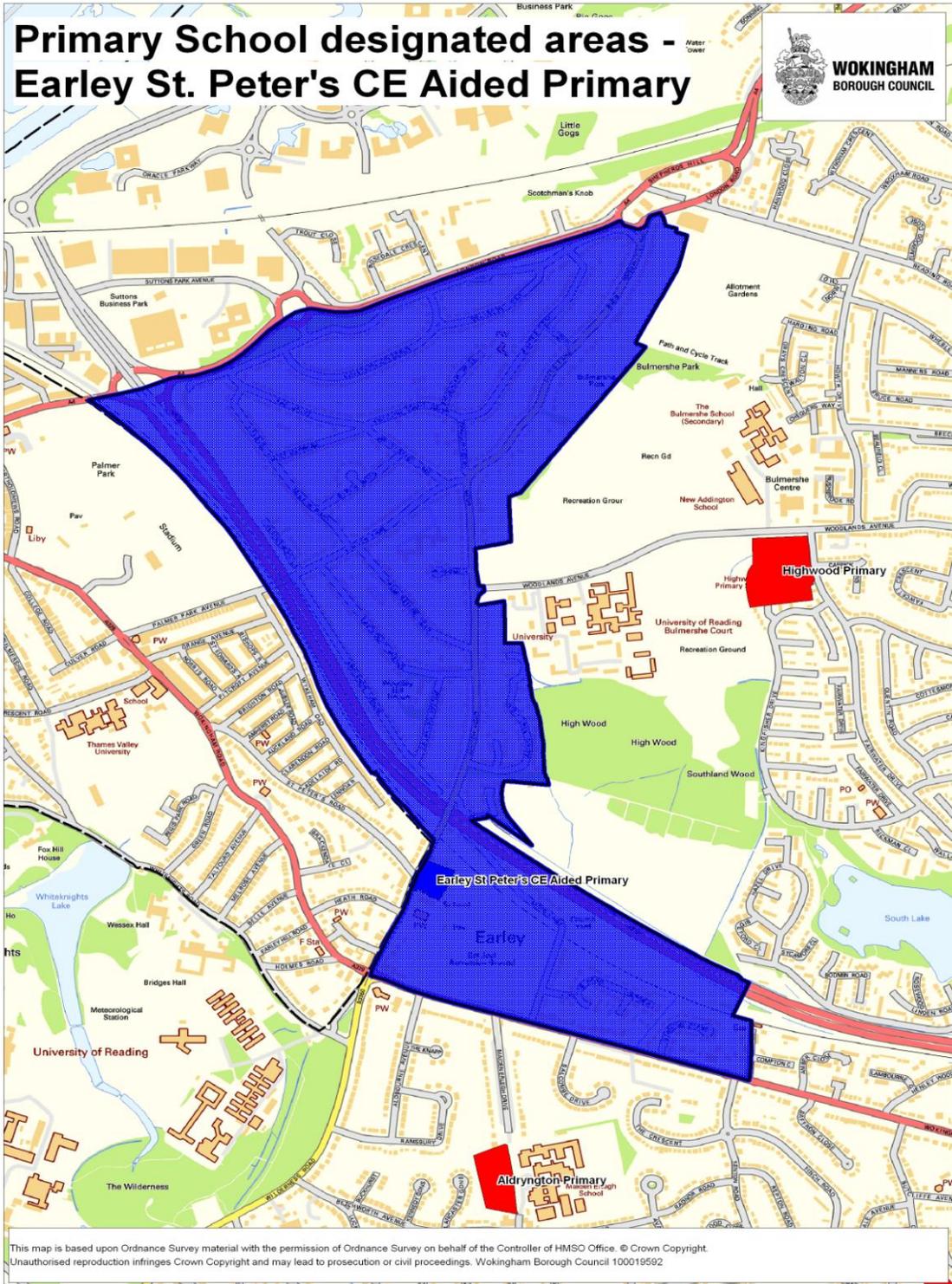
**Note 4 "Sibling"** means brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form if the sibling has a different family name. When there is more than one sibling at the school, only the youngest need be listed on the application form.

## Appendix

The school's catchment area, shown on the map below, includes the following roads

Anderson Ave	Erleigh Court Gardens	Nuthatch Drive
Barrington Close	Fairview Ave	Oldfield Close
Blackthorn Close	Gardner Place	Palmerstone Rd
Bridges Grove	Gladridge Close	Pitts Lane
Byron Rd	High Tree Drive	Pocket Place
Chiltern Crescent	Hilltop Rd	Sidmouth Grange Close
Church Rd (both sides excluding no.74 and odd nos. 1 – 67)	London Rd (south side nos. 228 – 404 only)	Sidmouth Grange Rd
Courts Rd	Mays Close	Stanton Close
Culver Lane	Mays Gate	Station Road (no 4, Corner House, No 5, Tudor Cottage, No 7, The Haven, No 9 Flats 1-5 and No 9, The Willows.
Delamere Rd	Mays Lane	The Drive
Eastcourt Ave	Milton Rd	Whitegates Lane
Erleigh Court Drive		Wokingham Rd (north side nos. 197 – 301 only)

# Primary School designated areas - Earley St. Peter's CE Aided Primary



Map reproduced and published with permission from the LA



## St Dominic Savio Catholic Primary School

### Admission Policy School Year 2018-2019

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

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

The Parish Boundary map for the Diocese of Portsmouth can be found at <http://www.portsmouthdiocese.org.uk/docs/201607-Parish-Boundary-Map.pdf>

This policy was determined by the Governing Body in XXXXXX 2016. Consultation was last carried out in December 2013.

#### **Admission Arrangements for 2018-2019**

In the school year 2018/2019 the Governors will admit up to 60 children (Published Admission Number) who reach their 5<sup>th</sup> birthday between September 1st, 2018 and August 31st, 2019. Infant classes will not normally contain more than 30 pupils with a single school teacher. Additional children may be admitted under limited exceptional circumstances (See Explanatory Notes – iv.).

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

In November 2017, common application forms (CAFs) will be sent by the local authority to parents/carers whose children will reach compulsory school age between September 1st, 2018 and August 31st, 2019. Applications for entry to St Dominic Savio Catholic Primary School in the school year commencing September 2018 must be made on the local authority CAF and this must be submitted to the local authority to whom the parent pays their council tax; in the case of Wokingham Local Authority the closing date is 15<sup>th</sup> January 2018. This can be completed online.

In addition to the CAF, applicants for categories 1,2,3 and 6 are also asked to complete a separate supplementary information form (SIF) *which must be returned to the school office, along with the supporting documentation listed below. (Page 2 – documentation required)*. These forms are available either from the school office, the school website or Wokingham Borough Council. The additional information on this form assists Governors in placing applications in the correct oversubscription category. If no SIF is submitted Governors can only rank the application on the basis of the information contained in the CAF. The deadline for submitting the SIF is also 15<sup>th</sup> January 2018.

In the event of more than 60 applications being received, Governors rank all applicants strictly according to the oversubscription criteria. The Governors will operate an Equal Preference Policy. This means that all applications will be treated equally, irrespective of need or ability. Offers of places will be made by the local authority on behalf of the Governing Body on 18<sup>th</sup> April 2018. Parents who apply online will also be able to view the results of their application on 18<sup>th</sup> April 2018. Parents are required to accept the offer of a place by 3<sup>rd</sup> May 2018.



## St Dominic Savio Catholic Primary School

### **Admission criteria**

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

- Category 1 Baptised Catholic children in Local Authority Care and Baptised Catholic children previously in Local Authority Care.
- Category 2 Baptised Catholic siblings of pupils of St Dominic Savio Catholic Primary school at the time of application and expected to still be there at the time of entry to the school.
- Category 3 Baptised Catholic children.
- Category 4 Other children in Local Authority Care and children previously in Local Authority Care.
- Category 5 Other siblings of pupils of St Dominic Savio Catholic Primary School at the time of entry to the school.
- Category 6 Children of families who are members of other Christian denominations. Christian denominations mean churches which are members of Churches Together in England. A list of members can be found at [www.cte.org.uk](http://www.cte.org.uk)
- Category 7 Other children.

Children with a Statement of Special Educational Need with the school named in the Statement or children with an Education, Health and Care Plan with the school named in the Plan will be allocated a place above all other applicants. The admission of children with a Statement or Education, Health and Care Plan will count towards the school's Published Admission Number.

### **Documentation required in support of applications**

Categories 1, 2 and 3: Child's baptismal certificate or letter from the parish priest confirming the child has been received into the Catholic Church

Category 6: Child's baptismal certificate or statement of membership of a church which is a member of Churches Together in England confirmed on the SIF by the church leader of the church where the family normally worships.

Note: Baptisms must have taken place before **15<sup>th</sup> January 2018** for your child to be considered in categories 1, 2, 3 and 6.

### **Oversubscription**

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance



## St Dominic Savio Catholic Primary School

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

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

- All children will be offered full time places from the September after their 4<sup>th</sup> birthday.
- Children born from **1 September 2013 to 31 August 2014** will normally enter school in **September 2018**. Parents have the right to defer entry until the start of the term following the child's fifth birthday, or to request part-time attendance until statutory age. However, if summer born children (**1 April 2014 to 31 August 2014**) defer entry until **September 2019**, which is a different school intake year, a new application for in year admission into Year 1 (or Reception if requested) would need to be made and there can be no guarantee of a place. (See Page 5 – Admission outside normal age group)
- Where entry is deferred, the school will hold the place for that child and not offer it to another child for the duration of that academic year.

### **Explanatory notes**

#### i. Catholic

A Catholic is a baptised member of a church in communion with the See of Rome or a person received into the Catholic Church.

#### ii. Member of other Christian churches

Christian churches who are full members of "Churches Together in England". See the website [www.cte.org.uk](http://www.cte.org.uk) for current members.

#### iii. Parent

S576 Education Act 1996

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

#### iii. Siblings

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



## St Dominic Savio Catholic Primary School

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

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

### v. Home Address

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

### vi. Children in Local Authority Care

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

### vii. Children previously in Local Authority Care

Children who were looked after, but ceased to be so because they were adopted. 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) or became subject to a child arrangements order 18 or special guardianship order 19). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 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. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### viii. School Year

A school year is from 1<sup>st</sup> September – 31<sup>st</sup> August.

### Appeals

Parents have the right to appeal if the Governors refuse a place for their child. The appropriate form can be obtained from the address below. All appeals must be lodged within



## St Dominic Savio Catholic Primary School

20 school days from the date parents are notified that an application was unsuccessful. An Independent Appeal Panel will be convened to hear the appeal. Parents will be fully informed of the arrangements and have the chance to submit any relevant papers and to speak at the hearing. The Appeal Panel's decision is binding.

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

Telephone: (0118) 974 6059

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

### **Waiting List**

A list is maintained for those children who are not offered a place, including those unsuccessful at appeal; the order of priority on the list is the same as the list of criteria for oversubscription. No account is taken of length of time on the list. Should a casual vacancy occur, a place would be offered to the child at the top of the list using the oversubscription criteria. The list is held by Wokingham Local Authority under the co-ordinated scheme until 31<sup>st</sup> December 2017. After that date the school will maintain the list although continuing to liaise with the local authority. We will seek confirmation periodically from parents that they wish their child to be kept on the list.

The Governors of St Dominic Savio Catholic Primary School will participate in the local authority Fair Access protocols adopted by Wokingham Borough Council.

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

### **Late Applications**

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

### **Applications outside the normal admissions cycle**

In accordance with the co-ordinated admissions scheme, applications for in year admission should be made on the common application form (CAF). Information on the availability of places and the common application form can be obtained from Wokingham Local Authority. All applications for this school must be made using the Wokingham CAF. The common application form is available on request or can be downloaded at: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions). Applicants for categories 1, 2, 3 and 6 are also requested to complete a separate supplementary information form (SIF), which must be returned to the school office, along with supporting documentation as set out above. (See Page 2 – Documentation required)



## St Dominic Savio Catholic Primary School

### **Admission outside normal age group**

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

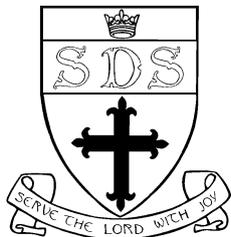
### **Admissions in 2017/2018**

<b>Category</b>	<b>Applications received by the closing date</b>	<b>Admissions</b>
Category 1		
Category 2		
Category 3		
Category 4		
Category 5		
Category 6		
Category 7		
Total		

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

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

Signed Committee Chair \_\_\_\_\_  
Date \_\_\_\_\_



**St Dominic Savio Catholic Primary School**

Western Avenue, Woodley

Berkshire RG5 3BH

0118 969 3893

**SUPPLEMENTARY INFORMATION FORM**

**ADMISSIONS 2018-2019**

**CHILD'S DETAILS**

CHILD'S SURNAME .....CHILD'S FORENAME.....

DATE OF BIRTH .....

ADDRESS.....

.....

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

**The parent/carer of applicants in Categories 1,2,3 and 6 must return this supplementary information form with the supporting documentation as required to the school by the closing date of 15<sup>th</sup> January 2018. Failure to do so will mean that the Governing Body can only rank the application on the basis of the information contained in the Common Application Form.**

**BAPTISED CATHOLIC CHILDREN**

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

Place of Baptism .....

Documentation required

(i) Baptismal certificate attached Yes / No

**OR**

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

**APPLICANT FROM OTHER CHRISTIAN CHURCHES WHO ARE MEMBERS OF CHURCHES TOGETHER IN ENGLAND**

I am a member of a Christian church

Name of church tradition.....

Church where family normally worships.....

Evidence required

- (i) Baptismal certificate attached    Yes / No
- OR**
- (ii) Confirmation from church leader

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

Name of church leader .....

Name and address of church.....

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

Declaration by Parent / Carer

I confirm the above information is correct

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

Print Name.....

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

FOR OFFICE USE ONLY

Category   

Baptismal Certificate / supporting documentation inspected   

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

## **THE PIGGOTT CHURCH OF ENGLAND SCHOOL**

### **ADMISSIONS ARRANGEMENTS FOR ACADEMIC YEAR 2018-19**

#### **PREAMBLE**

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

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

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

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

#### **PART 1 – INITIAL ADMISSIONS TO RECEPTION (EYFS2)**

##### **ADMISSION NUMBER**

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

##### **MAKING AN APPLICATION**

At Charvil Piggott, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2013 and 31 August 2014 may apply for them to be admitted to the Reception Year in September 2018. There are 30 places (the published admission number) available. Our policy is normally not to offer admission in September 2018 to children who were born on or after 1 September 2014. Full details are available in the relevant LA Admissions Guide. Parents are advised to read the Wokingham LA Admissions Guide.

Parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may request that their child is not admitted until later in the school year 2018/19 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age.) The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2019 and 31 August 2019 (summer-born children), parents who do not wish them to start school in school year 2018-19, but to be admitted to the Reception Year in September 2019, should proceed as follows. They should apply at the usual time for a place in September 2018 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2019. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2019) for a Reception place in September 2019. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2018 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2019 for a Year 1 place in September 2019. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018-19 Reception Year group.

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

**Parents wishing to apply for the Reception [Foundation] Year in September 2018 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 14 January 2018. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 16 April 2018.**

## LATE APPLICATIONS

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

## OVER – SUBSCRIPTION CRITERIA

In the event of there being a greater demand for admission than there are places available, **a child with a statement of special educational need (or Educational Health Care Plan – EHC), which names The Charvil Piggott Primary School will always be admitted**. Once places have been offered to these children, the following criteria will be applied in the order set out below:

- A. All looked after children or children who were previously looked after: By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order is one settling the arrangements to be made as to ~~the~~ person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special

guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

- B. Pupils whose permanent home address is in the school's designated area and who have a sibling living at the same address who already attends the school (in any Key Stage, i.e. EYFS2 (Reception year) – KS5) by the deadline for applications. (For the definition of sibling see below);
- C. The children of staff at The Piggott School where that member of staff is the legal parent and guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at the school for 2 or more years at the time of application for the place or the member of staff is recruited to fill a vacant post within a demonstrable skill shortage.
- D. Pupils whose permanent home address is in the school's designated area but who do not fall into criterion B;
- E. Pupils whose permanent home address is not in the school's designated area but who would otherwise fall into criterion B;
- F. (Secondary admissions only) Pupils who attend one of the linked primary schools, who have not been admitted in an earlier criteria namely The Colleton, Crazies Hill CE, Knowl Hill CE, St Nicholas CE and Sonning CE (Aided) primary schools and Polehampton CE and Robert Piggott CE junior schools;
- G. Pupils whose parents have chosen the school on denominational grounds; an application will only be considered under this criterion if it is accompanied by a fully completed copy of the school's denominational certificate; for a pupil to meet this criterion a parent must have frequently attended for worship at a church within the Christian faith that is a member of the Churches Together in Britain and Ireland or The Evangelical Alliance over the year immediately preceding the date of application (frequent in this context means at least twice a month for at least eight months a year); and
- H. All other pupils.

Children of multiple births are a permitted exception to the Infant Class Size rules and all siblings of multiple births (in all year groups) will be admitted even if this might result in the admission number being exceeded. This exception does not extend to children born in the same school year but who are not from a multiple birth. In this instance, the place will be allocated by the drawing of lots carried out by Wokingham Borough Council. In such instances, parents will be offered the place and will need to decide whether they wish their children to be split or consider placement together at an alternative school after allocation.

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

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

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

## APPEALS

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

## PART 2 – INITIAL ADMISSIONS TO YEAR SEVEN

### ADMISSION NUMBER

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

### MAKING AN APPLICATION

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

Parents wishing to apply for a Year 7 place in September 2018 must complete the common application form provided by their home local authority, **clearly stating if applying under criteria C or G** (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 31 October 2017. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 1 March 2018.

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

### LATE APPLICATIONS

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

## CRITERIA FOR ADMISSION

The Governors will admit all applicants to Reception or Year 7 if it is possible to do so without exceeding the admission number determined for the year. Should there be more applicants than this, places will be allocated to pupils who fall into the following criteria in order of priority until the number of places allocated is equal to the admission number: that is, places will be offered first to those with a statement or EHC plan then those who are in criterion A, then, to the extent that places remain available, to those in criterion B and so on. Within each criterion applicants will be ordered according to the distance they live from the school site in Wargrave, measured as a straight line between the Land Gazetteer address points for the home address and the school, using WBC's computerized mapping system.

**The Governors are required to admit all pupils with statements of special educational needs (or Educational Health and Care Plan – EHC), which names The Piggott School in the statement.**

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

To the extent that the Governors are aware of any such pupils in either of the above categories to be admitted to Year 7 in 2018-19 at the time of allocating places to other applicants, the number of places allocated to others will be reduced so that the total number of admissions will not exceed the determined admission number of 203.

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

## ACCEPTING OR DECLINING THE OFFER OF A PLACE

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

## APPEALS

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

## WAITING LIST

The LA will maintain a waiting list until 31<sup>st</sup> December, after this date the school will maintain a waiting list for unsuccessful applicants. Pupils on the list will be placed in order according to the criteria used in considering the original applications. Places, if they become available, will be offered to pupils from this list in strict order. Parents who are unsuccessful will be asked if they wish their pupil to be placed on the waiting

list for their year and will be advised, on request, where the pupil stands in the list. It should be remembered that a pupil's position on the list may rise and fall as others are added or removed from the list. Parents are requested to notify the Admissions Administrator if at any time they no longer wish their pupil to be considered for a place at the school.

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

## **PART 3 – IN YEAR ADMISSIONS**

### **INTRODUCTION**

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

### **PROCESS**

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

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

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

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

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

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

## PART 4 – ADMISSION TO THE SIXTH FORM

Students wishing to join The Piggott School Sixth Form need to meet the following requirements, depending on which pathway has been chosen. The pathway required is available subject to the Point Score being achieved at GCSE on their **best 8 GCSEs**, together with individual subject requirements.

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

Or the points scores for new style GCSEs in English and Maths.

### A level Pathway (level 3)

- Students have the opportunity to study up to 4 A levels throughout the sixth form, with a minimum of 3 A levels as a requirement.
- A student wishing to take 3 A levels must achieve a best 8 point score at GCSE of 45 points or more.
- The minimum GCSE grade for English Language and Mathematics is a C grade. This grade requirement could be higher, depending on the subject choice.
- Each subject has specific entry requirements based on particular GCSE grades and these also need to be achieved to access the course. Details of such requirements are to be found on the school's website.

### Vocational Pathway (level 3)

- A student wishing to take the level 3 Vocational option must achieve a best 8 point score at GCSE of 38 points or more.
- Students are required to take the equivalent of 3 Vocational subjects throughout the sixth form.
- Each subject has specific entry requirements based on particular GCSE grades and these also need to be achieved to access the course.
- The minimum GCSE grade for English Language and Mathematics is a D grade. This grade requirement could be higher, depending on the subject choice.
- All students will need to follow an English or Mathematics course equivalent to GCSE if they have not achieved a C grade in either subject at GCSE.
- It is also possible to do 2 Vocational courses and 1 A level course. Entry requirements for each subject will still need to be achieved.

### VRQ Coaching (level 3)

- A student wishing to take the VRQ pathway must achieve a best 8 point score at GCSE of 36 points or more.
- The minimum GCSE grade for English and Mathematics is a D grade. You will continue to study GCSE English Language or Mathematics until you achieve GCSE C grade or better in both of these subjects.
- You will also study Level 3 Btec Sport.
- Each student must demonstrate an aptitude for coaching.

The school has set an admission number of 20 external candidates for the Sixth Form. All pupils attending the school at the end of Year 11 will be offered places in the Sixth Form provided that they meet the minimum requirements for the relevant pathway and courses. Applications from those not attending the school will also be accepted. All those offered places will be offered places on the courses they wish to follow subject to their meeting the specified academic requirements for those courses and there being places available.

When students are offered a place at the school but a course they wish to pursue is full, they will be offered an alternative course.

## MAKING AN APPLICATION

Those wishing to apply for a place in the Sixth Form starting in Year 12 in September 2017 should complete the school's Sixth Form Application form, obtainable on the school's web site or from the Admissions Administrator. This form must be completed and returned by 1<sup>st</sup> December 2016. Pupils in Year 11 already attending the school will be given a copy of the form shortly before it must be returned.

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

## LATE APPLICATIONS

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

## CRITERIA FOR ADMISSION TO THE SCHOOL

The Governors will admit all applicants for whom there are places available on courses they wish to pursue if it is possible to do so and have satisfied the entrance requirements above. The Governors will, in any case, admit all applicants who are already at the school and 20 external applicants, if there are sufficient applications.

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

The Governors are required to admit all students with statements of special educational ( Education, Health and Care Plan) needs that name The Piggott School in the statement; these students will be admitted first.

The criteria referred to above are:

A Looked after and previously looked after children; for full definition, see page 2.

B All other external applicants.

## CRITERIA FOR ADMISSION ON COURSES

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

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

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

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

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

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

## ACCEPTING OR DECLINING THE OFFER OF A PLACE

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

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

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

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

## APPEALS

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

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

the Appeals Code or was set up wrongly, and that this affected the outcome of the appeal, a complaint can be made to the Education Funding Agency (EFA). The EFA will investigate the complaint on behalf of the Secretary of State.

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

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

The EFA's Procedure for dealing with complaints about the maladministration of independent appeal panels for admission to academies is available to download (see page 13). **Contact details** available on page 12.

## **PART 5 – INFORMATION**

### **OUT-OF-AGE ADMISSIONS**

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

### **SIBLINGS**

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

### **PARENT**

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

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

### **LA**

In this document references to LA refer to the local authority within which the applicant resides. Applications are made to that authority and it is that authority which will notify applicants of the outcome of their application for all applicants.

### **DRAWING OF LOTS**

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

## **DESIGNATED AREA**

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

## **PERMANENT HOME ADDRESS**

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

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

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

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

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

and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

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

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

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

## CONTACTS

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

The Admissions Administrator	Email	<a href="mailto:admissions@piggott.wokingham.gov.uk">admissions@piggott.wokingham.gov.uk</a>
<b>The Piggott School</b>	Telephone	(0118) 9402357
Twyford Road	Fax	0871 2264213
Wargrave		
Reading RG10 8DS		

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

School Admissions Team	Email	<a href="mailto:schooladmissions@wokingham.gov.uk">schooladmissions@wokingham.gov.uk</a>
Pupils' Services	Telephone	(0118) 9746146
Wokingham Borough Council	Fax	(0118) 9746135
P O Box 156 Shute End		
Wokingham		
Berkshire RG40 1WN		

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



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

What the EFA can consider

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

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

A complaint must be made using the following form.

Name of person submitting complaint:

Address (including post code):	
Phone no:	E-mail:

**About the appeal**

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

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

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

**Details of your complaint:**

Please tick below to indicate whether you think the panel:

Was not set up properly	Did not follow the Code	Did not act reasonably in discharging duties	
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Please explain here the reason(s) you would like to complain:

How did this affect the outcome?

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

#### Sharing information

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

Yes

No

#### Further information

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

## Wokingham secondary designated areas - The Piggott

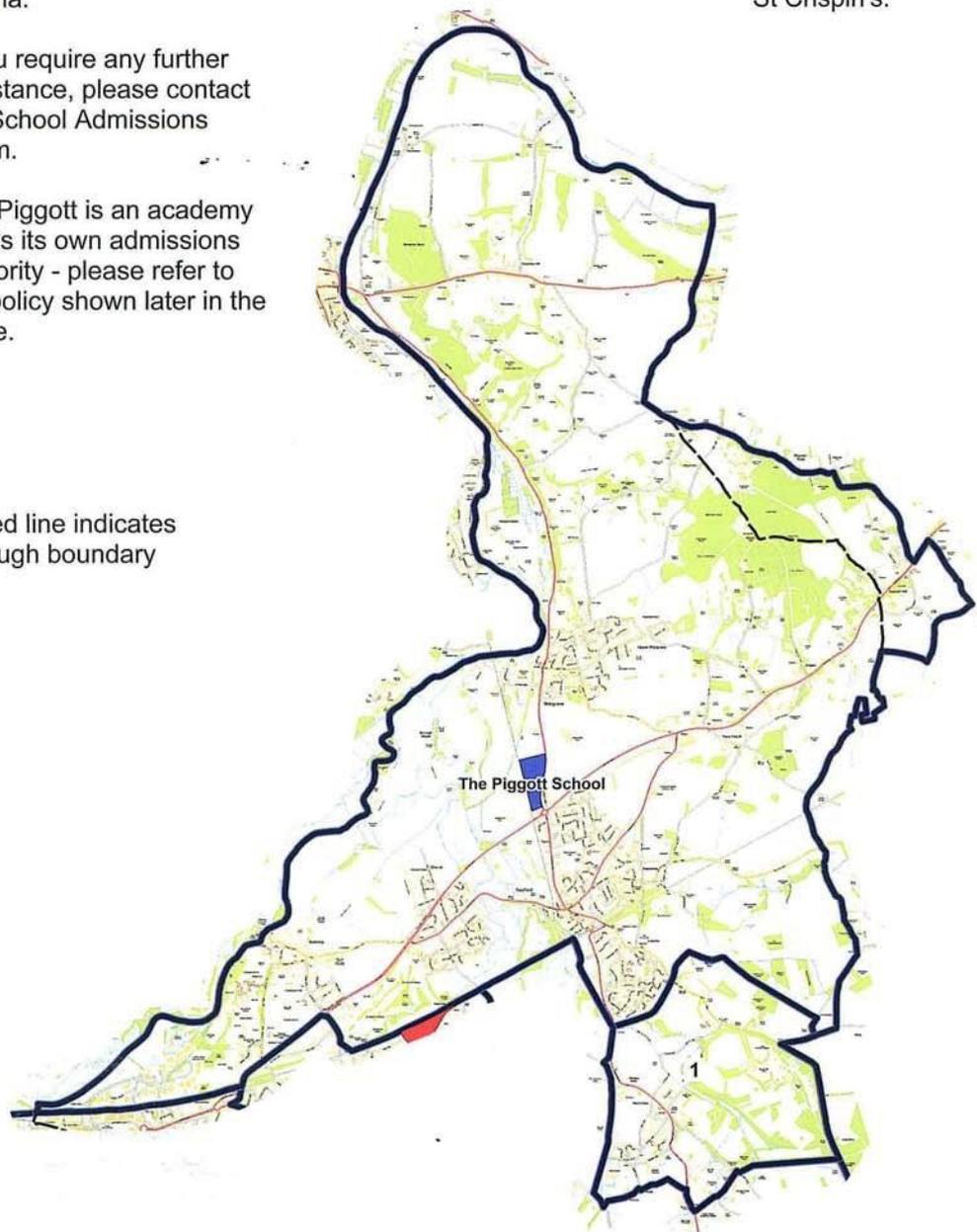
This map gives a guide to the designated area of The Piggott that is used in its over-subscription criteria.

If you require any further assistance, please contact the School Admissions Team.

The Piggott is an academy and is its own admissions authority - please refer to the policy shown later in the guide.

Dotted line indicates Borough boundary

1. Shared designated area between The Piggott, The Forest, The Holt, The Emmbrook and St Crispin's.



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Please note that you can check your eligibility on the home page of the Wokingham Borough website. <http://www.wokingham.gov.uk/> scroll down to "Find my nearest" and enter postcode this will then show you your attachment schools.