



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **SCHOOL ADMISSIONS FORUM** will be held at the Civic Offices, Shute End, Wokingham, RG40 1BN on **WEDNESDAY 11 JANUARY 2017 AT 7.00 PM**

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

Andy Couldrick
Chief Executive
Published on 3 January 2017

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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

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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.

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**MINUTES OF A MEETING OF THE
SCHOOL ADMISSIONS FORUM
HELD ON 2 NOVEMBER 2016 FROM 7.05 PM TO 8.16 PM**

Councillors

Richard Dolinski

Beth Rowland

Diocesan Representatives

David Babb

Church of England Diocesan Representative

Parent / Governor Representatives

Edward Hunter

Emmbrook Junior School

Representatives from the Local Community

Schools Representatives

Sue Runciman

Shinfield St Marys Junior School

Celia Thatcher

Grazeley CE Aided Primary

Also Present

Luciane Bowker

Democratic Services Officer

Piers Brunning

Service Manager Policy, Strategy and Partnerships

26. APOLOGIES

Apologies for absence were submitted from Patricia Cuss and Nicci Morris.

27. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Forum held on 14 June 2016 were confirmed as a correct record and signed by the Chairman, subject to the following typing corrections;

- On page six on the fourth bullet point where it says 'A Headteacher reported that it was more cost effective to use the school's own budget to meet the child's need **then...**' It should read '**than**'.
- On pages six and seven, bullet points 14 and 15 where it says '**Costumer** Services' it should read '**Customer** Services'.
- On page eight where it says '**Reish** Green site' it should read '**Ryeish** Green site'.

Matters arising

With regards to Floriat Trust's choice of name for the new school in Shinfield:

Sue Runciman, Headteacher at Shinfield St Mary's Junior School reported that the motto of Shinfield Infant School is '*Everyone shining in their own field*', and the new school originally decided to call itself '*Shining Fields*' following a request that they did not include the word 'Shinfield' in their name. Now that they were given this information, the name has been changed to 'Silver Meadows'. However, there was a period of anxiety around this that could have been avoided if they had had more information.

It was suggested that the Local Authority intervene in the future to make sure that new schools' choice of name does not cause confusion with other schools and nurseries in the area.

The Chairman, David Babb advised that it was up to the governing body of any given school to choose their own name.

Piers Brunning, Service Manager Policy, Strategy and Partnerships confirmed that there had been some controversy with their choice of name and a final decision had taken longer than expected. It had now been agreed that the new school would be called Silver Meadows.

Piers reported that Floreat Trust was experiencing financial problems. Piers explained that small primary schools often did not have enough resources to support the large number of staff involved in a trust arrangement. The Local Authority was not part of this agreement, the DfE was responsible for trusts.

The Forum was informed that the school did not open in September and the Local Authority was seeking an alternative provider.

28. DECLARATION OF INTEREST

There were no declarations of interest.

29. CONSULTATION ON 2018/2019 ADMISSION ARRANGEMENTS FOR VOLUNTARY CONTROLLED AND COMMUNITY SCHOOLS AND CO-ORDINATED ADMISSION SCHEMES

The Forum considered the report which was set out on agenda pages 11-20 and the appendices attached to it. Piers Brunning, Service Manager, Policy, Strategy & Partnerships presented the report.

Piers pointed out that the main change proposed to the admissions arrangements for voluntary controlled and community schools and co-ordinated admissions schemes for 2018/19 was the move towards an entirely online process. The proposal to introduce a paperless process was driven by the 21 Century Council agenda in an effort to deliver good value for money.

Piers noted that it was expected that some families may need help and this would be offered by customer services.

The Chairman asked what was the percentage of online applications received this year. Piers was not sure of the exact numbers but stated that this was high, probably over 60%. Piers informed that the number of publications was reduced this year as more people were encouraged to use online services.

During the discussion of the item the following points were made:

- Councillor Rowland was concerned about the gap between the wealthier and the poorer families. She would like to know how people would know that they had to make an application online. Piers replied that the admissions team had already moved to customer services and would be helping people that weren't able to fill in online applications.

- Sue Runciman was concerned that schools had not been consulted about this. She reported that schools made allowances and helped children that were not able to do their homework online. Schools often helped parents when necessary.
- The Chairman stated that if a mistake was made in the application process with families that used the customer services, it would be difficult to argue the case if this came to a school admission appeal.
- Celia Thatcher, Grazeley CE Aided Primary Headteacher expressed concern that this would put additional pressure on the Local Authority, as it would create extra work to support families that may need help.
- Sue Runciman suggested that libraries may be able to offer advice and help to the community.
- Councillor Rowland was concerned about people with English as a second language as they may find this process more difficult.
- The Chairman stated that the help offered by customer services would be good for people that struggled to fill in forms.
- Piers reminded the Forum that this proposal related to 2018/19 arrangements.
- Councillor Dolinski stated that any transitions to new systems were likely to encounter difficulties in the first year, but he was confident that there would be enough people to help.
- Celia Thatcher stated that it would be helpful to spread the message to other Headteachers, so that the information could be shared with parents.
- The Chairman noted that the legislation did not specify if applications should be on paper or online. He questioned the legitimacy of denying a paper copy to parents if it came to a legal challenge. It remained to be seen how this would work in practice, but he was supportive of the idea.
- Piers pointed out that people were used to doing very many transactions online already.
- Edward Hunter asked if the Local Authority intended to link this with the Citizens Advice Bureau. Piers stated that the Local Authority supported their role and they may be able to help people to fill in their forms.
- Councillor Dolinski believed that libraries would play an important part in this process. He reported that Wokingham was increasing the libraries opening hours.
- It was noted that it would be a positive outcome if as a result of this people were more encouraged to visit the libraries.

David Babb pointed out that the date on page 13 of the agenda should be changed. Where it said '*The consultation runs from 9 December 2016 to 3 February 2017*' it should say '*The consultation runs from 9 December 2016 to 31 January 2017*'. Piers agreed that some dates contained in the report needed amending.

Piers stated that another significant change was the proposal that a fresh application would have to be made every academic year in order to continue on the waiting list. This was because sometimes people forgot to notify school admissions that they no longer wished their child's name to remain on the waiting list. It was hoped that this would speed up the process.

The following comments were made in relation to this proposal:

- The Forum asked how would be parents be informed of this change. Piers stated that parents would be informed when applying.
- David Babb recommended that the Local Authority wrote to parents to let them know that they needed to fill in a new application form to remain in the waiting list.

- Celia Thatcher worried that some parents may forget to apply.
- Sue Runciman confirmed that in her experience there could be problems with parents not realising that it was their responsibility to do certain things.

Piers reported that there may be an increase in the admission number of some primary schools in the Earley and Woodley areas. The schools involved were: Highwood, Beechwood, Loddon and Aldryngton.

There were difficulties in expanding the site at Aldryngton Primary due to its location. Aldryngton shared part of the site with Maiden Erlegh and the entrance was in a quiet residential road. There was ongoing work with architects and transport consultants on the feasibility of the project.

Piers informed that Maiden Erlegh was considering expanding its sixth form to accommodate pupils from Maiden Erlegh Reading.

Councillor Rowland asked what was meant by the statement on page 14 which said that there was sufficient capacity for all Earley resident children across all Earley schools. Piers explained that although there were sufficient places in the schools, the Local Authority could not reserve places in schools. There was also an issue with the location of certain schools, in that although the school building was located within the Wokingham boundaries, in practical terms the school was more accessible to Reading residents.

Piers explained that in view of these difficulties, the Local Authority was proposing to overlap the designated areas of Whiteknights into Radstock and Loddon into Aldryngton. Piers was still to speak to the schools involved. This proposal was subject to consultation and would only come into effect in 2018. David Babb reminded Piers of the timescales for the consultation process.

Piers tabled an updated paper relating to *home address*. Piers informed that the Local Authority conducted a number of checks to verify residency, including examining council tax, electricity bills and other records. However, there was still a challenge with people that rented a property for a limited period of time in the designated area of a particular school in order to obtain a place and then moved out. This type of fraud was very difficult to catch and to prevent.

David Babb stated that most Local Authorities did everything they could to minimise fraud, but no system would ever be completely fool-proof.

In response to a question Piers stated that this issue related to a small number of people. It was also important not to discriminate against people in rented accommodation.

Piers stated that the Local Authority would withdraw the place if it found out that the application had been fraudulent. It was clarified that a withdrawal could only take place up to the end of the first term, after that it was not in the best interests of the child to be moved to a different school.

Piers stated that there were no concerns with the split living arrangements.

Piers stated that it was hoped that mid-year applications would also be done entirely online in the future. There was ongoing work with Capita to develop this process. Also, it may be necessary to change the foundation process to mention 33 hours childcare.

Members of the Forum pointed to a grammatical mistake on page 32 of the agenda. There were also various issues with dates which Piers agreed needed correcting.

David Babb informed that it was quite likely that Sixth Form arrangements would not be included in the new School Admissions Code. However, it was not known when the government would announce a new Code.

RESOLVED That the report be noted.

30. OWN ADMISSIONS AUTHORITY PROPOSALS

The Forum considered the report containing own admission authority proposals on pages 101-136 of the agenda.

David Babb stated that Earley St Peters CE was proposing to simplify its criteria; this had been suggested by the Diocese. He also informed that the Diocesan guidance was that there should not be church criteria as church schools should cater for everyone. However, the Diocese could not force schools to follow this guidance. It was up to the governors to decide on the criteria, but they were obliged to consult with the Diocese first.

David Babb informed that it was recommended that aided schools have a designated area; not having a designated area had created issues in the past.

David stated that schools should be encouraged to have their admissions criteria easily available on their websites. The schools adjudicator had pointed out that this was not always easy to find and school should make it easily available.

Councillor Rowland asked if children of staff had any priority in the application process. David explained that governing bodies could give priority to the children of certain staff as this was permitted by the School Admissions Code. David mentioned that there were known cases where children of staff were able to obtain a place but that children of the clergy could not be given priority simply because they were children of clergy resident in the catchment area.

Piers pointed out that this criterion was helpful when trying to attract teachers to an area where there may be a shortage of teachers of a certain subject for example.

RESOLVED That the report be noted.

31. DATES OF FUTURE MEETINGS

The next meeting is scheduled for 11 January 2017.

The Forum discussed the membership and questioned if it was necessary for both Celia Thatcher and Sue Runciman to attend the meetings, given that they represented the same type of school. Piers felt that it was valid to have them both attending as it provided him with valuable feedback.

It was agreed that the Forum should seek to have a representative from one of the academies. Luciane Bowker would contact academy Headteachers about joining the Forum.

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TITLE	Admissions Arrangements 2018/19
FOR CONSIDERATION BY	Admissions Forum on 11 January 2017
WARD	All
DIRECTOR	Judith Ramsden
LEAD MEMBER	Charlotte Haitham Taylor

OUTCOME / BENEFITS TO THE COMMUNITY

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

The School Admissions Code (14) requires that in drawing up admission arrangements, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. Parents should be able to look at a set of arrangements and understand easily how places will be allocated.

RECOMMENDATION

That the Admissions Forum considers the proposed 2018/19 admission arrangements for community and controlled schools and co-ordinated admission schemes and makes such recommendations as it sees fit.

SUMMARY OF REPORT

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

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

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

A number of changes are proposed which required consultation and are detailed later in this report.

Consultation on the proposed changes opened on December 19, 2016 and closes on January 31, 2017. The consultation is available to view on the council's website.

Background

Under the Education and Skills Act 2008 (as amended) and the statutory School Admissions Code, admission authorities must consult annually on their admission arrangements (or at least every seven years where no changes are proposed). The Council is responsible for setting the admission arrangements for community and voluntary controlled schools. Individual governing bodies are responsible for setting the admission arrangements for the nine voluntary aided schools and nine academy/free schools in the Borough. Wokingham consulted between December 19, 2016 and January 31, 2017.

In addition to their duties as admissions authorities local authorities must also agree co-ordinated schemes for school admissions in their area. These provide that parents can apply to their home authority for admission to any state-funded schools, including schools in other authorities, and receive a single offer of a place. This applies to the main admission rounds for entry to primary; transfer from infant to junior, and transfer from primary to secondary education. Applications are also co-ordinated for middle and upper schools within the primary and secondary co-ordinated schemes. In addition the Council operates a co-ordinated scheme for in-year applications for school places within its area. Whilst this scheme is no longer a statutory requirement; clarification has been received from the Department for Education that local authorities are required to co-ordinate for community and voluntary controlled schools, and to those voluntary aided and academy/free schools which agree to participate in the scheme. Currently all but one own admission authority schools in the borough are included within the in-year co-ordinated scheme; the exception is Earley St Peter's CE Aided Primary School. This school is still required to notify the local authority when an application is received and the outcome of that application.

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

Admission arrangements for each school year must be decided by March 15 in the previous year. Therefore the 2018/2019 arrangements must be decided by March 15, 2017. Once decided, there is a statutory duty to administer admissions strictly in accordance with the determined arrangements, without variation except in prescribed circumstances to meet a change in school organisation; a change in law, or to comply with a decision by the Office of the Schools Adjudicator.

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

All determined admission arrangements for schools within its area must be sent to the local authority to enable it to publish the details on its website and notify how objections can be made by 15 March of the determination year.

Analysis of Issues

The changes proposed are:

- That the designated area of Loddon Primary School be extended to include that of Aldryngton Primary School.
- That the designated area of Whiteknights Primary School be extended to include that of Radstock Primary School
- That the community are invited to consider wording to make it more difficult for owner occupiers to game the admissions arrangements of popular schools by moving temporarily to their designated areas.
- That where processes are referred to these are made fully electronic (removing any formal reliance on paper systems) in accordance with the Lean principles underpinning the transfer of admissions arrangements to Customer Services.

Background

The admissions arrangements for 2017/18 have proved generally robust and there have been no changes in national guidance over this period, so it is not proposed to make further changes (other than those listed) to the arrangements.

Historically the Council has been unable to offer places at Radstock and Aldryngton Primary Schools to some children living in the designated areas of those schools. Amending the designated areas as proposed would give families living in the current Radstock and Aldryngton designated areas additional priority for another school. Although there is a proposal for the expansion of Aldryngton Primary School this will not be determined by the date at which the admissions arrangements must be determined. The arrangements for Radstock and Aldryngton schools would remain unchanged.

A number of families “game” the admissions process by moving temporarily to addresses close to popular schools (such as Aldryngton and Radstock), intending to move back to their permanent homes outside the designated areas once their child has started school. Note that this is not fraud (such as a claim to live at an address while actually living elsewhere) and fraud is already dealt with under existing arrangements.

The admissions arrangements need to be updated to reflect the move to on-line systems as the only route to make applications. Where families cannot use the online systems they will be supported by the WBC customer services team who will manage the on-line process on their behalf. As part of the lean review waiting lists will operate for one year only (parents will need to re-apply to remain on waiting lists).

Analysis of Issues

Admissions arrangements 2018/19: temporary and short term address restrictions

Executive summary

After a review of practise in neighbouring authorities it is proposed to modify Wokingham’s arrangements using principles underpinning those adopted by Surrey

County Council. This has a well-developed “address of convenience” definition that has provided a model for the development of the proposed Wokingham arrangements.

There is a known issue whereby parents make temporary arrangements to live near popular schools that they do not intend to maintain once a child has started at that school. This may be considered to be distinct from fraud (e.g. where a parents declares a false address, such as a business address), which is dealt with separately.

Wokingham has a number of statements in its determined arrangements for 2017/18 that work to counter this practise. They do however leave determined parents with avenues to pursue that will enable them to secure a school place through a longer term but still temporary arrangement. In particular they allow parents that own a property to rent out their nearby home, with the expectation that they will re-enter their home once their child has secured a place at a popular school.

Note though that whatever bar is set sufficiently determined parents can secure school places through (relatively) short term arrangements. Parents are free to choose a permanent home because they hope that their child will be admitted to a particular school because of the advantage that location gives them. If they are successful and subsequently move to a new permanent home their child cannot be excluded because of the move. All that can be done is to tighten up on the definition of permanent home.

One other solution that is not recommended for further development is to introduce a length of residence criterion into admissions criteria. Admissions authorities have used these in previous years and they have been struck out by the Schools Adjudicator for breach of Equalities legislation and the Military Compact. Some groups of people with protected characteristics are likely to be more mobile than groups that do not have these characteristics and so would be less likely to secure places at popular schools under such criteria. For example there is an over representation of minority groups in insecure private rented accommodation, and due to the relative lack of security lengths of occupancy will often be less than for non-minority residents who are better represented in the owner occupied sector.

<http://www.ethnicity.ac.uk/medialibrary/briefingsupdated/how-has-the-rise-in-private-renting-disproportionately-affected-some-ethnic-groups.pdf>)

Current Wokingham wording (2017/18 admissions arrangements):

“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.”

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.

.....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.

.....

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.”

Comment

Although the arrangements make it clear that temporary addresses cannot be used, they do allow for relatively short term occupancy of an address near a school, provided the main home is let out for at least six months.

Proposed Wokingham arrangements (2018/19):

Shaded / yellow high lit section above been amended to read:

“

..... Some residential arrangements will be considered to be temporary arrangements. The Council will consider the available evidence to determine if, on the balance of probability, the declared home address is the child’s permanent home. Where the applicant, or their partner or spouse reasonably considered to be living with them as a single family unit own another property, have previously lived in it and chose not live in it (including where a home is rented out to a third party) the owned property will ordinarily be considered to be the permanent home. Special circumstances that might lead to the declared address being considered as a permanent home despite another home being owned or otherwise available for occupation will need to be declared at the point of application by parents. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home, or
- that the owned property is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school or
- that the owned property is in the process of being sold and the family live permanently in the declared property or
- that following divorce or separation the family home cannot be occupied by the applicant or otherwise treated as the child’s permanent home

Where the declared address is rented and the applicant has no claim on any other property the declared address may be considered to be a temporary address if there is evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school.

Applicants should note that should any evidence arise after a child has been offered a place or admitted to a school that indicates that the declared home was not a permanent home, the place may be withdrawn, even when a child has started school..”

Further background information

School admissions code requirements

The local authority (as admissions authority) can withdraw places where it has established that “it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.” (2.12)

A place can be withdrawn, but only in prescribed circumstances:

“A school **must not** withdraw a place once a child has started at the school, except where that place was fraudulently obtained. In deciding whether to withdraw the place, the length of time that the child has been at the school **must** be taken into account. For example, it might be considered appropriate to withdraw the place if the child has been at the school for less than one term” (2.13)

Investigation of fraud

Following *Paton v Poole* DC 29.7.10, (a decision of the Investigatory Powers Tribunal under the Regulation of Investigatory Powers Act 2000) local authorities are unable to use covert surveillance, so must rely on a range of documentary evidence to make decisions.

PROPOSED TIMETABLE CO-ORDINATED ADMISSION SCHEMES 2018/2019	
Date	Action
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

List of Background Papers

Proposed admission arrangements

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

Contact Piers Brunning	Service Childrens Services
Telephone No	Email piers.brunning@wokingham.gov.uk
Date 10/01/17	Version No. 1

Appendix 2

Proposal to amend the Designated Areas of Aldryngton and Loddon Primary Schools and Radstock and Whiteknights Primary Schools

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.



1

Shared Designated Area for Aldryngton and Loddon Primary Schools

2

Shared Designated Area for Radstock and Whiteknights Primary Schools

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Proposal to change the designated areas of

a) Radstock and Whiteknights Primary Schools and

b) Aldryngton and Loddon Primary Schools.

Proposals

These are that the designated areas of Radstock and Aldryngton Primary Schools should also become shared designated areas for Whiteknights and Loddon primary schools respectively. The designated areas for Radstock and Aldryngton Primary Schools would remain as they currently are, but residents in these areas would also be considered to be resident in the designated areas of Whiteknights and Loddon Primary Schools respectively.

Commentary

Families living in the current Radstock and Aldryngton areas would therefore also be considered to be living in the designated areas of Whiteknights and Loddon, but there would be no reciprocal change in the status of families living in the current designated areas of Whiteknights and Loddon schools.

This should reasonably be expected to have no adverse impact on the families living in the current designated areas of Whiteknights and Loddon schools.

It should be noted that the proposals only affect the priority order for admission to Loddon and Whiteknights schools. Children will continue to be ranked for preferred schools by use of the published oversubscription criteria for each school (where schools are oversubscribed) and the Council will continue to allocate the highest preference it is able to. By law oversubscription criteria cannot take account of other expressed preferences (so if a parent living in the current Radstock School Designated Area decided to use their four preferences for four schools, not including Whiteknights, they would not be given a lower ranking for their preferred schools because they did not express a preference for Whiteknights).

In recent years we have seen approximately 15 children living in the designated area of Aldryngton Primary School who could not be offered a Reception place at that school. Conversely Loddon is growing by 30 places per year, and, although the Council also has a scheme to expand Aldryngton school, this is at an earlier stage of development. Extending the designated area of Loddon PS to overlap that of Aldryngton PS would give priority to current Aldryngton PS designated area residents over children living in the designated areas of other local schools who might otherwise be a higher priority because they lived closer to Loddon PS. Given the expansion of Loddon primary school the Council does not see a risk to current Loddon designated areas residents.

We know that the Radstock designated area is a very close fit (at best) to the number of resident children. Conversely we know that Whiteknights has proved popular across neighbouring parts of Reading, outside its designated area. Extending the designated area would send a signal to Earley families in the Radstock area that the school is a reasonable preference that could increase their likelihood of receiving a local offer. Again the Council does not see any risks to current Whiteknights school designated area residents given the number of admissions from outside the current designated area.



**WOKINGHAM
BOROUGH COUNCIL**

Children's Services

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

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

For entry to schools in

2018/2019

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A) DETERMINED 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

Wokingham Borough Council is consulting on some minor changes to its admission arrangements from December 19, 2016 to January 31, 2017 which meets the requirement prescribed in the School Admissions Code to consult for at least six weeks between October 1, 2016 and January 31, 2017. Included in the consultation is the form of the co-ordinated scheme for state funded schools which include the proposed dates for co-ordination.

The final admission arrangements will be considered and determined by the Council's Executive at its meeting on February 23, 2017.

The table below summarises this process:

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 23, 2017	Admissions arrangements 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

TIMETABLE CO-ORDINATED ADMISSION SCHEMES 2018/2019	
Date	Action
July 9, 2017	State-funded schools to provide school information to enable composite prospectus to be compiled
By September 11, 2017	Composite prospectus published on council’s website with statement directing parents to on-line application process.
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	Information sheets alerting parents to online application process for entry to primary to be distributed 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 13, 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 09, 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 – offers can be viewed on-line
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 – offers to be posted on-line.
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 be able to view the offer on line 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 information sheets by email, comprised largely of information provided by requests for school application process details 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 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 be notified of the on-line admissions process, which will include a common electronic application form 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 make applications online, via the Council's website. 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). Where more than one application is received the LA will accept the application with the latest date.

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

Parents will complete the common application form on line by the agreed deadline. Children's Services will validate the application (checking proof of address by reference to Council Tax records). Validation where possible will 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 ensure that, the results may be viewed on-line. 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).

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 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 2013 and 31 August 2014.

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, 2017. It is the responsibility of parents to ensure that they register their child's details with the school admissions team either on paper or online in order to receive an application pack. The school admissions team will liaise with early years' settings in publicising the admissions round.

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

6 Detailed arrangements of the scheme

Admission outside normal age group

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 on-line notification 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 its schools where necessary for children not offered a school place at a preferred school until the end of the Reception year 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 able to apply on line to Children's Services for each year if they wish to be placed on the waiting list for that year. 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, living in the Wokingham borough, will be able to apply on-line from November 15. At that time information on schools, timeline and process map and the Parent's Guide to transferring into year 3 of a junior school in Wokingham borough will be available on the Council's website.

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 electronic notifications 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 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 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. Some residential arrangements will be considered to be temporary arrangements. The Council will consider the available evidence to determine if, on the balance of probability, the declared home address is the child's permanent home. Where the applicant, or their partner or spouse reasonably considered to be living with them as a single family unit own another property, have previously lived in it and chose not live in it (including where a home is rented out to a third party) the owned property will ordinarily be considered to be the permanent home. Special circumstances that might lead to the declared address being considered as a permanent home despite another home being owned or otherwise available for occupation will need to be declared at the point of application by parents. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home, or
- that the owned property is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school or
- that the owned property is in the process of being sold and the family live permanently in the declared property or
- that following divorce or separation the family home cannot be occupied by the applicant or otherwise treated as the child's permanent home

Where the declared address is rented and the applicant has no claim on any other property the declared address may be considered to be a temporary address if there is evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school.

Applicants should note that should any evidence arise after a child has been offered a place or admitted to a school that indicates that the declared home was not a permanent home, the place may be withdrawn, even when a child has started school.”

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 2018/2019

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 2015-2016. In some cases, there may be proposals associated with schemes for school expansion which require separate statutory determination. These expansions are subject to separate consultation in parallel with consultation on school admission arrangements. If the school expansions are not approved prior to the determination of the local authority's admission arrangements; the original admission number as stated in this table will be determined, but this may be varied at a later stage (as a permitted variation) to implement the school expansion proposals, if approved. Admission numbers may also be increased by the admission authority after determination where there is due to an unforeseen major change in circumstances.

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

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

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

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

C) CO-ORDINATED ARRANGEMENTS FOR SECONDARY ADMISSIONS FOR ENTRY FROM SEPTEMBER 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.

The electronic common application forms and information will be available on line on the Council's website and documentation will be provided by the relevant local authority for their home address.

Borough residents can make applications online, via the Council's website. 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 the electronic version. 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 electronic common application form by the agreed deadline. Children's Services will record receipt of the form and validate the application (checking proof of address by reference to Council Tax records) with reference to other electronic 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 2017. 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, all parents resident in Wokingham Borough who completed an electronic application will be able to view their child's allocated school place on-line through the Council's website. It will be stated if the offer is being made on behalf of a school that is its own admission authority. 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).

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 reminder being issued by email where an email address has been supplied. 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 on-line 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 refusing the school place.

Waiting lists

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school until the end of year 7. Parents will need to re-apply for each year they wish their child to remain on the waiting list. 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.

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, 2017 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 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 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. Some residential arrangements will be considered to be temporary arrangements. The Council will consider the available evidence to determine if, on the balance of probability, the declared home address is the child's permanent home. Where the applicant, or their partner or spouse reasonably considered to be living with them as a single family unit own another property, have previously lived in it and chose not live in it (including where a home is rented out to a third party) the owned property will ordinarily be considered to be the permanent home. Special circumstances that might lead to the declared address being considered as a permanent home despite another home being owned or otherwise available for occupation will need to be declared at the point of application by parents. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home, or
- that the owned property is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school or
- that the owned property is in the process of being sold and the family live permanently in the declared property or
- that following divorce or separation the family home cannot be occupied by the applicant or otherwise treated as the child's permanent home

Where the declared address is rented and the applicant has no claim on any other property the declared address may be considered to be a temporary address if there is

evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school.

Applicants should note that should any evidence arise after a child has been offered a place or admitted to a school that indicates that the declared home was not a permanent home, the place may be withdrawn, even when a child has started school.

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 (to be posted to the School's Admissions team with a covering letter with sufficient information to enable the order to be linked to the on-line application) 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 (to be posted to the School's Admissions team with a covering letter with sufficient information to enable the order to be linked to the on-line application) 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

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

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

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

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

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

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

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

Parents must apply to Wokingham Borough Council, by including the school(s) as a preference on the application form as part of the co-ordinated admissions scheme. The application must be returned, or submitted online, to Wokingham Borough Council by the national closing dates: January 15, 2018 (primary) or October 31, 2017 (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 paper application (which will be made available by the school) 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.

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

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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.

An additional 15 hours of free childcare per week (up to 570 Free Hours) is available for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year. At the point of drafting this policy the full national entitlement is expected to be the subject of further legislation, which may affect the entitlement

The entitlement must be offered within part of the National Framework for Delivery.

Parents may choose to take up as much or as little of this entitlement as they choose using a maximum of two providers (noting that this may increase to more than two dependent on a change in legislation)

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. This might need to be varied if nurseries offer some 30 hour places.

School	F1 Admission Number	F1 Age Range
Bearwood Primary School	52 part time places	3 – 5 years old
The Coombes CE Primary School	52 part time places	3 – 5 years old
Gorse Ride Infant School	52 part time places	3 – 5 years old
Highwood Primary School	52 part time places	3 – 5 years old
Hillside Primary School	52 part time places	3 – 5 years old
Loddon Primary School	72 part time places	3 – 5 years old
Radstock Primary School	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)

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

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

Note 4

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

Tie Breaker

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

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 2EN, giving detailed reasons for the request. The purpose of the review is to ensure that the correct procedure has been followed when making the decision.

Admission to the School

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

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

Glossary

Maintained Nursery School	Defined by the Education Acts 1996 and 2002. A school which is maintained by the local authority for pupils aged between three and five, and which is not a special school.
Nursery/Foundation Class	Foundation 1 (F1) - class in any school comprising children who have their fourth birthday during the school year and any other children with whom it is appropriate to educate them. This is usually the year before children attend a reception class (Foundation 2 – F2).
Foundation Stage Unit	Integrated provision provided by a maintained school which takes part-time F1 (nursery) children allocated by the school as well as part or full-time F2 (Reception) places allocated by local authority and they will learn together as one unit. A child in F1 still receives a part-time free entitlement place of 15 hours.
Partnership Foundation Stage Unit	Where a voluntary early year's provider and a maintained school work together to provide integrated provision as a Foundation Stage Unit.
Early years setting	A generic term for providers of Early Years Foundation Stage care and learning
PVI	Private, voluntary or independent provider of early years care and learning e.g. day nursery, pre-school or independent school
Published Admission Number	The number of places that the admission authority must offer in each relevant age group of a setting for which it is admission authority.
Oversubscription	Where a setting has a higher number of applicants than the setting's published admission number each year
Designated Area	A geographical area, from which children may be given priority for admission to a setting
Application Deadline	Date by which applications must be received for initial consideration for a place
Late Application	Application received between the application deadline and the date agreed for communication of offer of places
In-year Application	Application received after the date agreed for communication of offer of places
Waiting List	A list of children held and maintained by the admission authority when the setting has allocated all its places, on which children are ranked in priority order against the published oversubscription criteria
Home Address	Where the child spends the majority of the whole school week (Sunday night 1800hrs to Friday 0900hrs) including nights, or of the relevant part of the school week.
Looked after child/previously looked after child	<p>A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).</p> <p>A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and</p>

	<p>Childrens Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.</p>
Parent	<p>A parent is defined as all natural parents. Any person who, although not a natural parent, has parental responsibility (as defined in the Children Act 1989) for a child or young person; and any person who, although not a natural parent, has care of a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.</p>
Sibling	<p>A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, adopted or foster children living at the same address.</p>

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

An additional 15 hours of free childcare per week (up to 570 Free Hours) is available for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year. At the point of drafting this policy the full national entitlement is expected to be the subject of further legislation, which may affect the entitlement

The entitlement must be offered within part of the National Framework for Delivery. 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. T(excepting the need for flexibility where a provider is unable to offer the specific childcare required).

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.

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



**WOKINGHAM
BOROUGH COUNCIL**

WOKINGHAM BOROUGH COUNCIL - CHILDREN'S SERVICES

APPLICATION FOR A FOUNDATION ONE (F1) PLACE

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

Name of Setting:

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

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

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

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

.....

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

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

Relationship to ChildHome Telephone

Alternative Work or Mobile contact numbers

Email.....

Your address if different to that of your child:

.....

..... Post Code

Is your child resident at more than one address?

YES / NO

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

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

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

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

YES / NO

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.

Note that each setting may need to vary the statement above in line with their own practise.

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.

An additional 15 hours of free childcare per week (up to 570 Free Hours) is available for families where both parents are working (or the sole parent is working in a lone-parent family), and each parent earns the equivalent of 16 hours a week at the national minimum or living wage, and earns less than £100,000 a year. At the point of drafting this policy the full national entitlement is expected to be the subject of further legislation, which may affect the entitlement

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., unless taking the additional 15 hours entitlement
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 N.

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: _____

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**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. 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 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.

Acceptance of school place

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

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

The letter of offer will specifically request parents to advise the School Admissions Team if the place is not being accepted for any reason. If the child is living in the Wokingham borough and the parent is not accepting the offered place they should advise what alternative arrangement has been made for the child.

Availability of school places

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

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

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

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

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 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 or copies of the protocols may be obtained on request to the School Admissions Team.

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

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

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

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

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

- A** 'Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order' (previously looked after children) (see note 1).
- B** 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 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>PROPOSED SIXTH FORM ADMISSIONS POLICY FOR COMMUNITY SECONDARY SCHOOLS 2018/2019</p> <p>Proposed - part of the admission arrangements for entry to community schools in 2018/2019</p>	 <p>WOKINGHAM BOROUGH COUNCIL</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 18th birthday. This may include sixth form education.

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

The following admission numbers for external candidates only were determined in March 2015 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.

School	Admission number
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 & 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 18th 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.

School	Admission number
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.

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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

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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/>



**WOKINGHAM
BOROUGH COUNCIL**

CONSULTATION RESPONSE FORM

2018/2019 ADMISSION ARRANGEMENTS FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS:

[Q1] OVERSUBSCRIPTION CRITERIA

I agree with the proposed changes

I disagree with the proposed changes

Please include below any comments you wish to make on the proposed oversubscription criteria (for comments on designated areas, please respond under Q3)

Specific proposed changes include:

- That the definition of temporary and permanent address be clarified to ensure that families cannot make short term moves to the designated areas of popular schools simply to gain admission to those schools.

[Q3] DESIGNATED AREAS

I agree with the proposed changes

I disagree with the proposed changes

Please include below any comments you wish to make on the proposed changes to designated areas for primary community and voluntary controlled schools for:

Specific proposed changes include:

- That the designated area of Loddon Primary School be extended to include that of Aldryngton primary school.
- That the designated area of Whiteknights Primary School be extended to include that of Radstock Primary School

[Q4] CO-ORDINATED ADMISSIONS SCHEMES

This part of the consultation deals with technical and operational aspects of school admissions and compliance with regulatory requirements. It is primarily directed towards those bodies with a direct involvement in co-ordinating school admissions.

I agree with the proposed schemes

I disagree with the proposed schemes

Please include below any comments you wish to make on the proposed schemes.

Specific proposals include:

1. A proposal for the adoption of a local co-ordinated in-year admissions scheme for the Wokingham Borough
2. The adoption of the co-ordinated scheme for the three transfer groups

[Q5] ANY OTHER COMMENTS ON THE PROPOSED ADMISSION ARRANGEMENTS FOR ENTRY IN 2018/2019 (INCLUDING F1 OR SIXTH FORM POLICIES)

I agree with the proposed changes

I disagree with the proposed changes

The specific proposed change includes:

- That where processes are referred to these are made fully electronic (removing any formal reliance on paper systems) in accordance with the Lean principles underpinning the transfer of admissions arrangements to Customer Services.

Please comment below on any other aspects of the proposed admission arrangements for entry in 2018/2019.

\$qusm4j1g2018/2019 admission arrangements

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.

There will be a further opportunity to object to the admission arrangements to the Office of the Schools Adjudicator on the grounds of non compliance with the School Admissions Code, after determination.

I am responding -

- As a parent, or
- another member of the community, or
- on behalf of a school/local authority/ other organisation (please give details)

All responses must be returned by **31 January 2017** to

School Admissions Review
Wokingham Borough Council
Children' Services
PO Box 156
Shute End
Wokingham
RG40 1WN

Or by email to: admissions.review@wokingham.gov.uk

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