



WOKINGHAM BOROUGH COUNCIL

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

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

For entry to schools in 2022/2023

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A) DETERMINED CO-ORDINATED ARRANGEMENTS FOR SCHOOL ADMISSIONS FOR ENTRY FROM SEPTEMBER 2022 TO AUGUST 2023

INTRODUCTION

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.

Timetable for consultation and decision

The arrangements are unchanged from the 2021/22 arrangements and were therefore not subject to consultation.

Admission Numbers

Wokingham Borough Council 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 2022 are set out within the Primary and Secondary Coordinated Schemes.

Timetable for Co-ordinated Admissions Schemes 2022/2023

* 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.

Admissions Round	Reception	Junior (Year 2 into 3)	Secondary (Year 6 into 7)
<i>Birth range</i>	01/09/17- 31/08/18	01/09/14-31/08/15	01/09/10-31/08/11
Rounds open	13 November 2021	13 November 2021	12 September 2021
Final closing date for receipt of applications	15 January 2022	15 January 2022	31 October 2021
Deadline for house moves and additional supporting evidence	15 January 2022	15 January 2022	15 January 2022
Unranked preferences forwarded to Wokingham Borough Own Admission Authorities	07 February 2022	07 February 2022	26 November 2022
Ranked preferences from all schools to be returned to Wokingham LA	16 March 2022	16 March 2022	15 January 2022
Final offer exchange with other Local Authorities	31 March 2022	31 March 2022	18 February 2022
National Offer Day & Notifications sent	19 April 2022	19 April 2022	1 March 2022
The acceptance or Refusal of any offer should be made by this date	4 May 2022	4 May 2022	15 March 2022
Any appeal should be received by this date. (20 school days following notification that application was unsuccessful)	18 May 2022	18 May 2022	30 March 2022
Appeals received on-time should be heard by this date (40 school days)	20 July 2022	20 July 2022	15 June 2022
Rounds Close (Applications will need to be made via the in-year process after this date)	31 August 2022	31 August 2022	31 August 2022

B) CO-ORDINATED ARRANGEMENTS FOR PRIMARY ADMISSIONS

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 online 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 nearest or most accessible school with places**

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. The Scheme for new school inclusion in the co-ordinated schemes is included in Section D.

Borough residents can make applications online, via the Council's Citizen Portal or complete and return a paper form which can be downloaded from our website, or a copy can be requested by contacting schooladmissions@wokingham.gov.uk.

Online forms will be submitted and processed by Wokingham Borough Council and will complete initial checks and validations as necessary. 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 common application form online by the agreed deadline. Wokingham Borough Council will complete initial checks and validations as necessary.

Wokingham Borough Council 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 Wokingham Borough Council within an agreed timescale.

Wokingham Borough Council 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 Wokingham Borough Council within an agreed timescale.

Wokingham Borough Council will send other local authorities details of applications for their schools in February 2022. 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.

Wokingham Borough Council will draw up similar lists for the community schools in the area, applying all preferences on an equal basis. Wokingham Borough Council 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 Wokingham Borough Council 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 Wokingham Borough Council 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 Wokingham Borough Council 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 based on the ranked preferences. Wokingham Borough Council will send final lists of pupils to be allocated places to schools in the area.

On April 16, 2022, Wokingham Borough Council 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 4, 2022, 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.

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.

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.

Timing of entry to Primary Education

Children reach compulsory school age the term following their fifth birthday:

- children born between 1 September and 31 December must be in full-time education by the start of the spring term
- children born between 1 January and 31 March must be in full-time education by the start of the summer term
- children born between 1 April and 31 August must be in full-time education at the start of the new school year

Most children start school full-time in the September after their fourth birthday. There are other options for parents of four-year-olds who feel their child is not yet ready for school.

Parents have the opportunity to:

- Start their child in September on a full-time basis from their first day of attendance or
- allow their child to attend on a part-time basis until the start of the term after the child's fifth birthday or
- defer their child's entry to school until later in the school year. **This must not be beyond the start of the term after their fifth birthday or beyond the start of the final term of the school year**

Parents must discuss with the school how they would like their child to start school.

Parents of summer born children (those born between 1 April and 31 August only) can also:

- request to delay their child's entry to school until the September after they turn five

All discussions around deferment should include any early years setting/s that the child attends in order that the arrangements made are in the best interest of the child's needs. It is important to note that deferred entry to Year R is likely to have some implications for a child and these should be discussed fully with the school.

Children born between 01 April - 31 August are not of compulsory school age until the beginning of Year 1 but parents wishing to defer their child's entry to school until the following September cannot hold a place offered for Year R; a new application for a place in Year 1 would be required (which may or may not be successful).

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 links to 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 for them to allocate places at their school against their own admissions criteria. Own admission authority schools will make these additional forms available to Wokingham Borough Council 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, Wokingham Borough Council will require the governors to produce a brief statement which will explain to applicants (and future appellants) how and why places have been allocated. Wokingham Borough Council 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, 2021. 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 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 to comply with their admissions arrangements.

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 Wokingham Borough Council 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.

Summer Born Children and Delaying Admission to Reception

Most children start school in the September after their 4th birthday. However, children are not legally required to attend school until the term after their 5th birthday. If a parent is considering delaying when their child starts school, then different options are available to them depending on when their child was born.

- Children born September-December
- Children born January-March
- Children born April-August (Summer Born)

Children born September-December

If a child is born between 1 September and 31 December, then parents must apply for a school place during the winter that they turn 4 years old.

A child would usually be expected to start school in the September following their 4th birthday, however their start can be postponed, or they can attend part-time during the Autumn term. This is called 'deferring' a child's admission to primary school. The latest parents can postpone their child's start is January.

If parents would like to do this, they must:

1. Apply for a school place during the winter of their child's 4th birthday. The deadline for applications is 15 January after their 4th birthday.
2. Accept a school place offered.
3. Speak to the school about deferring their child's start to later in the year. Discuss both the possible benefits and disadvantages of your child starting later in the year.

4. If parents want their child to attend part-time then they should discuss with the school what might be the best schedule for their child.
5. The school will hold a child's place during the Autumn term of their Reception year, depending on how long they decide to defer.
6. **A child MUST start school at least by the beginning of the Spring Term in January.**

Children born January-March

If a child was born between 1 January and 31 March, then parents must apply for a school place during the winter before their 4th birthday.

A child would usually be expected to start school in the September following their 4th birthday, however parents can postpone their start or have them attend part-time during the Autumn and Spring terms. This is called 'deferring' a child's admission to primary school. The latest parents can postpone their start is April.

If parents would like to do this, they must:

1. Apply for a school place during the winter before their child's 4th birthday. The deadline for applications is 15 January.
2. Accept a school place offered.
3. Speak to the school about wishing to defer a child's start to later in the year. Discuss both the possible benefits and disadvantages of a child starting later in the year.
4. If parents want their child to attend part-time then they should discuss with the school what might be the best schedule for their child.
5. The school will hold a place during the Autumn and Spring term of a child's Reception year, depending on how long they decide to defer.
6. **A child MUST start school at least by the beginning of the Summer Term in April.**

Summer Born Children (April-August)

If a child was born between 1 April and 31 August, then it is usual for them to start school in the September following their 4th birthday. It is expected that most families will start sending their child to school at this time, along with the rest of their child's nursery friends.

However, if parents are considering delaying their child's entry into reception, then they have several options available to them, and it is important that parents consider these carefully before deciding whether to delay admission.

In all cases parents should first apply for a school place in their child's normal age group. After this parents can decide whether to accept the place offered or whether to delay admission.

- Option 1: Postpone your child's start to later in the year

- Option 2: Attending school part-time
- Option 3: Delaying admission by a year

Summer Born Option 1: Postpone your child's start to later in the year

Summer born children are allowed to accept an offer of a school place but then postpone their start in Reception until later in the year. This is called 'deferring' a child's admission to primary school. **The latest parents can postpone their start is April.**

If parents would like to do this, they must;

1. Apply for a school place during the winter before their child's 4th birthday. The deadline for applications is 15 January before their 4th birthday.
2. Accept a school place offered.
3. Speak to the school about wishing to defer a child's start to later in the year. Discuss both the possible benefits and disadvantages of a child starting later in the year.
4. The school will hold a place during the Autumn and Spring terms of the child's Reception year, depending on how long they decide to defer.
5. **A child MUST start school at least by the beginning of the Summer Term in April.** They can then attend school either full-time or part-time for the rest of the year.

Summer Born Option 2: Attending school part-time

Summer born children are allowed to attend school part-time during the whole of their first year. This means that a child can start attending gradually. As long as the child starts school by April in their Reception year then they are allowed to attend part-time, either for all of the year or for part of it.

If parents would like to do this, they must;

1. Apply for a school place during the winter before their child's 4th birthday. The deadline for applications is 15 January before their 4th birthday.
2. Accept a school place offered.
3. Speak to the school about their child attending part-time. Discuss both the possible benefits and disadvantages, and what might be the best schedule for the child.
4. From the September after the child's 4th birthday, they can either attend school part-time, or they can postpone their start date until the start of the Summer Term of their Reception year.
5. **A child MUST start school at least by the beginning of the Summer Term in April.**
6. The child can attend part time during the summer term as well, but they must attend school.

Summer Born Option 3: Delaying admission by a year

If parents are considering delaying a child's admission by a full year, then they will need to request permission for them to start Reception a year later than their normal age group.

This is a big decision and is something parents should think about carefully as it usually means that the child will remain in a lower year group for the rest of their education. This may not apply for future applications to alternative settings or out of Borough schools.

It is important to remember that if parents do delay by a year, then they will not keep the school place originally offered to their child. This offer will be removed, and the following year parents will have to re-apply for a school place alongside all other applicants, and the oversubscription criteria will apply if there are more applications than places available at the school.

Each year a number of families who decide to delay admission discover that they no longer qualify for a place at their preferred school because the cut-off distance has changed, and they now live too far away. Parents should keep this in mind while making their decision about whether to delay admission.

If a Wokingham Borough resident or applying for a Wokingham Borough school, and parents would like to do this, they must;

1. Apply for a school place in their child's normal age group, during the winter before their child's 4th birthday. The deadline for applications is 15 January before their 4th birthday.
 2. State clearly on the application that they wish to request an "out of year" placement. (Child to join reception year and not year 1 when they reach statutory school age).
 3. Meet with the headteacher of the school, and any others you plan to apply for, to discuss the options available. Discuss both the possible benefits and disadvantages of the child starting school a year late.
- If you plan to apply for Wokingham Borough community or voluntary controlled schools, the Wokingham borough Local Authority will consider your request
 - If you plan to apply for academies, free schools or voluntary aided schools, the school will consider your request
 - If you plan to apply for schools outside the Wokingham Borough you will need to discuss their procedures with them directly.

If a request to delay admission is agreed

1. The school admissions team will send an email/letter letting parents know which schools have agreed a request to delay admission.
2. After this, if parents still want to delay admission, inform the School Admissions Team at Wokingham Borough Council to withdraw the original application or withdraw any school place offered to your child.
3. The School Admissions Team at Wokingham Borough Council will withdraw the application/offered school place.
4. During the winter before your child's 5th birthday apply for a school place as part of the main admissions round. The deadline for applications is 15 January before their 5th birthday.
5. Clearly state on the application form that you are applying for a Summer-Born Reception place to start school in September.

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

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 Section 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, 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 21 school days from the date of the on-line notification refusing a place. Wokingham Borough Council 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. Wokingham Borough Council 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 who were 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

Waitlists will be closed at the end of a school year, and parents will need to reapply for a place at their preferred school.

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 online to Wokingham Borough Council 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 aim to transfer to own admission authority schools by the October half term, 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, 2022. Wokingham Borough Council 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, 2022. Changes to existing applications received after January 15, 2022, 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, 2022.

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 if 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 Wokingham Borough Council. Parents of all Year 2 pupils, living in the Wokingham borough, will be able to apply online 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 2022 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. Wokingham Borough Council 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 Wokingham Borough Council. 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 COMMUNITY OR VOLUNTARY CONTROLLED PRIMARY 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 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** primary school receives more preferences than places available. All preferences will be treated on an equal basis.

- A** A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care because of being adopted.

A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

(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
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
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, 5)**

- E Children whose permanent home address is inside the schools' designated area.
- 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 3 and 4)**
- G Other children

Note 1

Looked after children are those who are in the care of a Local Authority or are being provided with accommodation by a local authority in England in the exercise of their social services functions.

Previously looked after children are those who immediately after being in care (as defined above) became subject to an adoption order, child arrangements order or special guardianship order. They are also those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Applications received under 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 in cases where the local authority has a Care Order)

If you are making an application for a previously looked after child, who immediately after being in care became subject to an adoption order, child arrangements order or special guardianship order, you will need to attach to your application one of the following pieces of evidence:

- **Special guardianship order** – This order appoints one or more individuals to be a child's special guardian(s). Refer to [Section 14A of the Children Act 1989](#).
- **Child arrangements order** – This order settles the arrangements of the person the child is to live with. Refer to [Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014](#). Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- **Adoption order** – Refer to [Section 46 of the Adoption and Children act 2002](#) or [Section 12 of the 1976 Adoption Act](#).

If you are making an application for a previously looked after child who was in state care outside of England and ceased to be so as a result of being adopted, you will need to include with your application, evidence of the following:

- that your child has been adopted and;
- that your child was previously in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) immediately before being adopted.

Evidence must be sent to the Admissions Team by the deadline for evidence. Send the whole document, as priority cannot be given without it. The applicant should note, that by applying under Criterion A they understand that Wokingham Borough council School Admissions Team may obtain additional confirmation of the child's 'Looked After'/'Previously Looked After' status, either via the Local Authority where the child was taken into care, or the residential authorities' duty/triage/social care department

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 **under Oversubscription Criterion B** 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 2021 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 considered 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

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, stepbrother, or stepsister, 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 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 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

If there are more applicants within each criterion, radial (straight line) distance from home to school will be used as a tie-breaker and will be measured using the local authority's computerised geographical information system. The Council has a standard method of measuring home to school distance in a straight line using the LLPG (Land and Property Gazetteer) eastings and northings nodal points to measure the distance between the address point of the child's home address and the agreed point at the school.

For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

If a parent applies for entry into a year group for more than one child, (except for twins and children from multiple births who are an exception to Infant Class Size regulation) and there is more than one child that is measured at the same radial distance to the school, with only one place available, a random selection by the drawing of lots is used as a final tie-breaker to decide which child should have the place. The remaining applicants will be added to the wait list in accordance with the published oversubscription criterion.

Measuring home to school distance: We use the Capita ONE system to calculate the distance from your child's home (the start point) to the school (the end point). This system calculates the distance in miles to three decimal places.

Please note that you cannot compare distances produced on the local authority's Capita ONE system to those calculated using any personal or online geographical information system software you may have access to such as satellite navigations system or Google maps.

Twins and Multiple Births

Where the parent has made the same preferences of school and, through the normal operation of the admission arrangements, the last available place has been allocated to one twin or child from a multiple birth, the other twin or children from the multiple birth will be offered a place at the school. In such circumstances, both the PAN and the infant class size limit would be exceeded. The other sibling(s) would remain as exceptions to the Infant Class Size Legislation for the time they are in an infant class or until the number in the year group falls back to the PAN.

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 based on 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 based on 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 can 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, 2022. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

Temporary Addresses

A temporary address cannot **ordinarily** be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move. **Without being exhaustive**, special circumstances that might lead to a temporary address being considered might include:

- A family’s principal home is unoccupiable because of fire or flood
- A family does not have access to a permanent or principal home in the borough. This may be because;

- The family are refugees;
- They are looked after children;
- Families have faced eviction

Temporary address will be used until a permanent address is confirmed at which point an application/allocation would be revisited

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.

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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, **where such documentation exists**. 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 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, 2022. 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.

Returning Crown Servants and Armed Forces Personnel

Families of Crown servants returning from overseas to live in the Wokingham Borough or applicants relocating in the armed forces 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.

If you are applying for your child to start school for the first time, transfer from infant to junior school or to start secondary school in September 2022 and are relocating to the Wokingham Borough from **elsewhere in England** you must:

- complete the application form from the local authority where you live
- send a copy of the official MOD, FCO or GCHQ letter declaring your relocation date and future home address, unit postal address or quartering area address to your home authority by the relevant deadline. Your home authority will co-ordinate your application with the local authority for your future address

If you are applying for your child to start school for the first time, transfer from infant to junior school or to start secondary school in September 2022 and are relocating to the Wokingham Borough from **overseas** you can:

- apply using Wokingham's online application form (paper forms are also available on request)
- send a copy of the official MOD, FCO or GCHQ letter declaring your relocation date and future home address, unit postal address or quartering area address to the Admissions Team by the relevant deadline.

If we receive your application **within** the agreed application dates, and you provide an official letter that declares a relocation date and a Unit Postal address or Quartering area address, then, when considering the application against the oversubscription criteria, we will, where possible allocate your child a place in advance of your family arriving.

If you are applying for an immediate school place (in-year application) you must:

- complete the in-year application form
- send a copy of the official MOD, FCO or GCHQ letter declaring your relocation date and future home address, unit postal address or quartering area address to the Admissions Team

There is no guarantee that a place will be available at a preferred school. Each application will be considered in line with the school's admissions criteria.

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.

Admission Numbers for 2022/2023

PRIMARY SCHOOLS	Published Admission Number
Alder Grove CofE School	60
Aldryngton Primary School	45
All Saints CE Primary School (Aided)**	45
Bearwood Primary School	40
Beechwood Primary School	60
Charvil Piggott Primary School (part of The Piggott School)**	30****
Colleton Primary School	45
Coombes CE School	75
Crazies Hill CE Primary School	15
Earley St Peter's CE Primary School (Aided)**	70
Emmbrook Infant School	60
Emmbrook Junior School	64
Evendons Primary School**	54
Farley Hill Primary School	30
Finchampstead CE Primary School (Aided)**	17
Floreat Montague Park Primary School	60
Gorse Ride Infant & Nursery School	60
Gorse Ride Junior School	64
Grazeley Parochial CE Primary School (Aided)**	30
Hatch Ride Primary School	30
Hawkedon Primary School	90
Hawthorns Primary School	60
Highwood Primary School	60
Hillside Primary School	60
Keep Hatch Primary School	60
Lamb's Lane Primary School	30
Loddon Primary School	60
Nine Mile Ride Primary School	50
Oaklands Infant School	60
Oaklands Junior School	62
Polehampton CE Infant School	60
Polehampton CE Junior School	60
Radstock Primary School	45
Rivermead Primary School	60
Robert Piggott CE Infant School	45
Robert Piggott CE Junior School	49

PRIMARY SCHOOLS	Published Admission Number
Shinfield Infant & Nursery School	90
Sonning CE Primary School (Aided)***	30
South Lake Primary School	60
St Dominic Savio Catholic Primary School (Aided)**	60
St Nicholas CE Primary School	20
St Paul's CE Junior School	96
St Sebastian's CE Primary School (Aided)**	26
St Teresa's Catholic Primary School (Aided)**	45
Walter Infant School	90
Wescott Infant School	56
Westende Junior School	60
Wheatfield Primary School**	30
Whiteknights Primary School	60
Willow Bank Infant School	60
Willow Bank Junior School	60
Windmill Primary School**	30
Winnersh Primary School	60
Woodley CE Primary School	45

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 2017-2021. 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 be determined by the school's governing body.

***Net capacity assessments are regularly reviewed with schools but include revised numbers where 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

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:

- A. the designated area school (if there are places available) or**
- B. the nearest or most accessible school with places**

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

Wokingham Borough residents can make applications online, via the Council's Citizen Portal or complete and return a paper form which can be download from our website, or a copy can be requested by contacting schooladmissions@wokingham.gov.uk.

Online and paper forms will be processed by Wokingham Borough Council's school admissions team, 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 common application form by the agreed deadline. Wokingham Borough Council 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.

Wokingham Borough Council 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 Wokingham Borough Council within an agreed timescale.

Wokingham Borough Council will send other local authorities details of applications for their schools in November 2021. 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.

Wokingham Borough Council will draw up similar lists for the community schools in the area, applying all preferences on an equal basis. Wokingham Borough Council 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 Wokingham Borough Council 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 Wokingham Borough Council 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 Wokingham Borough Council 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 based on the ranked preferences. Wokingham Borough Council will send final lists of pupils to be allocated places to schools in the area.

On March 1, 2022, 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, 2022, 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.

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 Wokingham Borough Council where there is consensus between the parents, schools concerned (both current and preferred) and any relevant professionals asked for their opinion by the panel, that to do so would be in the pupil's interests. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

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

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

Non-Wokingham residents wishing to apply for WBC schools

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

Wokingham residents wishing to apply for non-Wokingham schools

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

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 21 school days from the date of the letter refusing a place. Wokingham Borough Council 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. Wokingham Borough Council 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 its schools where necessary, for children who were 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

Waitlists will be closed at the end of a school year, and parents will need to reapply for a place at their preferred school.

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 online to Wokingham Borough Council 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), the waiting list will aim to transfer to own admission authority schools by the October half term, 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 October 31, 2021, for secondary schools. Wokingham Borough Council 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, 2022. Changes to existing applications received after January 15, 2022, 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, 2022

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, 2022, 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 Wokingham Borough Council. 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) receives more preferences than places available. All preferences will be treated on an equal basis.

- A. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
(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

Looked after children are those who are in the care of a Local Authority or are being provided with accommodation by a local authority in England in the exercise of their social services functions.

Previously looked after children are those who immediately after being in care (as defined above) became subject to an adoption order, child arrangements order or special guardianship order. They are also those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care because of being adopted.

Applications received under 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 in cases where the local authority has a Care Order)

If you are making an application for a previously looked after child, who immediately after being in care became subject to an adoption order, child arrangements order or special guardianship order, you will need to attach to your application one of the following pieces of evidence:

- **Special guardianship order** – This order appoints one or more individuals to be a child's special guardian(s). Refer to [Section 14A of the Children Act 1989](#).
- **Child arrangements order** – This order settles the arrangements of the person the child is to live with. Refer to [Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014](#). Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- **Adoption order** – Refer to [Section 46 of the Adoption and Children act 2002](#) or [Section 12 of the 1976 Adoption Act](#).

If you are making an application for a previously looked after child who was in state care outside of England and ceased to be so as a result of being adopted, you will need to include with your application, evidence of the following:

- that your child has been adopted and;
- that your child was previously in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) immediately before being adopted.

Evidence must be sent to the Admissions Team by the deadline for evidence. Send the whole document, as priority cannot be given without it. The applicant should note, that by applying under Criterion A they understand that Wokingham Borough council School Admissions Team may obtain additional confirmation of the child's 'Looked After'/'Previously Looked After' status, either via the Local Authority where the child was taken into care, or the residential authorities' duty/triage/social care department

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 ***under Oversubscription Criterion B*** 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 2022 for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January will not be taken into account in the main allocation of places but may if agreed by panel; affect the applicant's position on a school's waiting list after offer day.

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

Note 3

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

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

Parents may indicate a sibling in year 11 at the school provided it is the intention of the family that the child is due to continue their studies in the sixth form at the school.

Note 4

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

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

Tie Breaker

If there are more applicants within each criterion, radial (straight line) distance from home to school will be used as a tie-breaker and will be measured using the local authority's computerised geographical information system. The Council has a standard method of measuring home to school distance in a straight line using the LLPG (Land and Property Gazetteer) eastings and northings nodal points to measure the distance between the address point of the child's home address and the agreed point at the school.

For applicants who live the same distance from the school, random selection by the drawing of lots is used as a final tie-breaker.

If a parent applies for entry into a year group for more than one child, (except for twins and children from multiple births who are an exception to Infant Class Size regulation) and there is more than one child that is measured at the same radial distance to the school, with only one place available, a random selection by the drawing of lots is used as a final tie-breaker to decide which child should have the place. The remaining applicants will be added to the wait list in accordance with the published oversubscription criterion.

Measuring home to school distance: We use the Capita ONE system to calculate the distance from your child's home (the start point) to the school (the end point). This system calculates the distance in miles to three decimal places.

Please note that you cannot compare distances produced on the local authority's Capita ONE system to those calculated using any personal or online geographical information system software you may have access to such as satellite navigations system or Google maps.

Twins and Multiple Births

Where the parent has made the same preferences of school and, through the normal operation of the admission arrangements, the last available place has been allocated to one twin or child from a multiple birth, the other twin or children from the multiple birth will be offered a place at the school. In such circumstances, both the PAN and the infant class size limit would be exceeded. The other sibling(s) would remain as exceptions to the Infant Class Size Legislation for the time they are in an infant class or until the number in the year group falls back to the PAN.

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.

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 based on 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 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 to 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 can 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, 2022. If the move takes place later or evidence is submitted later, the

local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

Temporary Addresses

A temporary address cannot **ordinarily** be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move. **Without being exhaustive**, special circumstances that might lead to a temporary address being considered might include:

- A family's principal home is unoccupiable because of fire or flood
- A family does not have access to a permanent or principal home in the borough. This may be because;
 - The family are refugees;
 - They are looked after children;
 - Families have faced eviction

Temporary address will be used until a permanent address is confirmed at which point an application/allocation would be revisited

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.

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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 where such documents exist. 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 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, 2022. 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.

Returning Crown Servants and Armed Forces Personnel

Families of Crown servants returning from overseas to live in the Wokingham Borough or applicants relocating in the armed forces 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.

If you are applying for your child to start school for the first time, transfer from infant to junior school or to start secondary school in September 2022 and are relocating to the Wokingham Borough from **elsewhere in England** you must:

- complete the application form from the local authority where you live
- send a copy of the official MOD, FCO or GCHQ letter declaring your relocation date and future home address, unit postal address or quartering area address to your home authority by the relevant deadline. Your home authority will co-ordinate your application with the local authority for your future address

If you are applying for your child to start school for the first time, transfer from infant to junior school or to start secondary school in September 2022 and are relocating to the Wokingham Borough from overseas you can:

- apply using Wokingham's online application form (paper forms are also available on request)
- send a copy of the official MOD, FCO or GCHQ letter declaring your relocation date and future home address, unit postal address or quartering area address to the Admissions Team by the relevant deadline.

If we receive your application **within** the agreed application dates, and you provide an official letter that declares a relocation date and a Unit Postal address or Quartering area address, then, when considering the application against the oversubscription criteria, we will, where possible allocate your child a place in advance of your family arriving.

If you are applying for an immediate school place (in-year application) you must:

- complete the in-year application form
- send a copy of the official MOD, FCO or GCHQ letter declaring your relocation date and future home address, unit postal address or quartering area address to the Admissions Team

There is no guarantee that a place will be available at a preferred school. Each application will be considered in line with the school's admissions criteria.

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.

Admission numbers for 2022/2023

SECONDARY SCHOOLS	PUBLISHED ADMISSION NUMBER	Admission No. indicated by Net Capacity Assessment**
Bohunt School Wokingham *	240	-
The Bulmershe	240	231
The Emmbrook *	210	211
The Forest*	210	-
The Holt*	240	-
Maiden Erlegh*	278	-
Oakbank School*	112	-
The Piggott CE*	203*	-
St Crispin's *	200	-
Waingels College*	240	-

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, 2022 (primary) or October 31, 2022 (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, 2022 (primary) or January 29, 2022 (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 based on 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