



A Parents' Guide to Secondary School Admissions in the Wokingham Borough

Academic Year 2020/2021



» www.wokingham.gov.uk/admissions



WOKINGHAM
BOROUGH COUNCIL

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The information contained in this guide is correct at the time of drafting. Admission arrangements may be subject to amendment or modification and there will be changes to existing arrangements for admissions beyond September 2020, subject to consultation.

Any changes will be notified at www.wokingham.gov.uk/admissions

Published September 2019

Introduction

Wokingham Borough has long been rated one of the best places in Britain, in which to live. We also have an ambition to make this Borough the best place in the country in which to grow up and achieve.

We are justly proud of our schools. The Council works in close partnership with them to improve standards and facilities still further. We aim to provide a wide range of opportunities for all pupils, and promote happiness, wellbeing and self-reliance.

We understand that moving from primary to secondary school is an exciting experience for both pupils and parents. However, this can also be a challenging time for all as decisions are made about which schools to apply for – followed by the understandably anxious wait to see if the application has been successful.

The information in this guide is designed to help you to understand the admissions process; to give information about schools in Wokingham together with a few schools outside the Borough where some local parents have chosen to place their children in the past.

The guide provides information about when you can visit schools, with a timetable of when you need to complete forms, when you will hear from us, and how your application will be reviewed if the school you want is oversubscribed. If at any time, you are unsure or feel that the information available is unclear, please contact our school admissions team who are here to help you (contact details on page 7).

We recommend that you read the admission policy to understand how your application will be considered. This is increasingly important as a number of schools are now 'own admission authority' schools, which means that they set their own oversubscription criteria on how places will be allocated to their school. In some instances, certain schools may require additional forms to be completed.

It is important that all children and parents make a well-informed decision about which school they wish to apply to, taking into account their child's strengths and aptitudes. We strongly recommend that parents take the opportunity to visit schools to see what they can offer their child before making an application.

Wokingham residents' applications for admission to year 7 are co-ordinated by the School Admissions Team for all maintained schools including schools outside Wokingham. As our schools are popular there is no guarantee that we will be able to allocate a place at your preferred school, but listing up to four school preferences will increase the likelihood of securing a place at a preferred school.

For many parents the first point of contact in relation to their child's education is often with their child's current school; there may be occasions when it is necessary to speak to someone in Children's Services and you are welcome to contact us on (0118) 974 6000.

We hope you find this guide helpful and we wish your child success and happiness as he/she progresses into secondary education.



Cllr UllaKarin Clark
Executive Member for Children's Services



Carol Cammiss
Director of Children's

Admission to secondary schools in the Wokingham Borough

There are nine secondary schools within the Wokingham Borough. Secondary school places are allocated by the School Admissions Team, taking account of the relevant admissions policy, published arrangements and the number of places available at each school. There is one all-through school, ie from Reception to Year 13. **For children who are in Year 6 at Charvil Piggott Primary School, they will automatically move to Year 7 in September 2020 and so only need to apply for a secondary school place if they wish to apply for a different school.**

The purpose of this guide is to provide you with information on the allocation process including the timeline on how places are allocated and to give details of our schools (together with details of schools in neighbouring authorities traditionally attended by Wokingham Borough pupils) and the dates that you will be able to visit them. A key to terms and abbreviations used in this guide is shown on page 10-11.

For entry in September 2020, you will need to apply by **31 October 2019**. Application forms will be available in September 2019 and the online facility will open on 12 September 2019. Parents will be sent notification of their child's place at secondary schools on 2 March 2020.

If you live within the Wokingham Borough (this means you pay council tax to Wokingham Borough Council) you should complete the Wokingham Borough application form or apply online for any secondary school within the Wokingham Borough or for schools in other local authorities.

Residents of other authorities must apply for schools using the application form or online admissions service provided by your home local authority. If you are considering a place at a Wokingham Borough school then it is recommended that you read this guide in order that you understand the basis on which places will be allocated. If you express a preference for a Wokingham Borough school, your local authority will forward your child's application to us.

All local authorities operate a co-ordinated admissions scheme that enables electronic transfers of information and allocation of places in accordance with published arrangements. Co-ordination will continue until 31 August 2020 to eliminate multiple offers.

Only one application will be accepted. Should more than one application be received for your child, the School Admissions Team will process the application with the latest date.

Online admissions

The Council has an online admissions service and parents are invited to apply online for their child's school place by visiting: www.wokingham.gov.uk/admissions

The deadline for applications **31 October 2019**.

There are a number of benefits for parents/carers using the online school admissions system. The major benefits are listed below:

- It is simple, easy and quick
- Parents/carers do not need to rely on the postal service
- Confirmation of applications are sent by e-mail
- Applications can be changed at any time up until the closing date of 31 October 2019
- Parents/carers do not need to wait for their allocation letter to find out the allocated school
- Parents/carers do not need to wait for an application pack to apply
- The system assists parents/carers in completing the application form correctly, by using online validation and drop down lists where possible

Please note that we recommend you apply before 31 October, 2019.

If you decide to use the online service, please
use this box to record your password:

Should you require assistance in accessing this service, please contact the School Admissions Team on (0118) 974 6000 or email: schooladmissions@wokingham.gov.uk.

If you have any queries or need further information about applying for a school place, please contact:

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

Telephone: (0118) 974 6000

Email: schooladmissions@wokingham.gov.uk

Website: www.wokingham.gov.uk/admissions

Key dates for the secondary admissions process

Date	Action
By 12 September 2019	Distribution of parent's guides and application forms to parents of year 6 pupils living in the Wokingham Borough through primary schools or on request from the School Admissions Team
12 September 2019	Online admissions available to Wokingham Borough residents at: www.wokingham.gov.uk/admissions
September to October 2019	Open days/evenings at secondary schools (see page 46)
31 October 2019	National closing date for return of application form and closure of online admissions (11.59pm)
26 November 2019	Applications sent to own admission authority schools in the Wokingham Borough
November 2019 to February 2020	Co-ordination with other admission authorities
15 January 2020	Deadline for providing evidence to meet designated area and other criteria
15 January 2020	Deadline for own admission authority schools to have met and returned ranked preference list to the School Admissions Team
2 March 2020	Email allocation confirmation to those who applied online. Allocation letters posted by first class post for those who applied using a paper application.
16 March 2020	Deadline for parents to accept a school place or inform of alternative arrangements. Waiting list information available. Late applications to be processed
30 March 2020	Closing date for submission of secondary appeals to be heard together
May to June 2020	Appeals to be heard if submitted by 30 March 2020

Secondary application procedure map

Stage 1 – Wokingham Borough residents only

Apply online:

- Visit: www.wokingham.gov.uk/admissions to use online facility
- Application automatically acknowledge by email
- Details automatically entered onto council's admissions database

OR

Apply on paper:

- Send to School Admissions Team
- Details manually entered onto council's admissions database

CLOSING DATE FOR APPLICATIONS – 31 OCTOBER 2019

Stage 2

Submit further information required to support applications if required – **deadline for receipt of supporting information 15 January 2020**

Checks made to information provided, including council tax checks

Applications for schools in other local authority areas exchanged

Applications for own admission authority schools in the Wokingham Borough forwarded to the schools for consideration and ranked lists returned to local authority

Oversubscription criterion applied to each application

Outcomes of applications collated and database updated

Stage 3

Any preferences that can be offered are identified

The highest preference that can be offered is identified

If no preference can be offered to parents living in the Wokingham Borough, an alternative offer will be made to the designated area school (if places available) or to the most accessible alternative school with places available.

An email allocation confirmation is sent to parents living in the Wokingham Borough who applied online. An offer letter is sent on national offer day via first class post to parents living in the Wokingham Borough who applied using a paper application.

Parents are given the right to appeal against all preferences not offered.

NATIONAL OFFER DAY – 2 MARCH 2019

Stage 4

Parents are required to accept the offer of the school place or advise what alternative arrangements have been made.

Parents confirm whether they wish their child to remain on waiting list for higher ranked preferred schools.

Late applications are considered after the deadline of 15 March 2020

DEADLINE TO RETURN OFFER FORM – 15 MARCH 2020

Key words

The terms and abbreviations that are used in this guide may be difficult to understand. The following may help but if you require any further explanation, please contact the School Admissions Team (see page 7 for contact details).

Admission authority	The body responsible for setting and applying a school's admissions arrangements. For community and voluntary controlled schools, the local authority is the admissions authority. For foundation and voluntary-aided schools, academies and free schools, it is the school's governing body or academy trust that decides the admission arrangements and which children best meet its oversubscription criteria if it has more applicants than places. These schools are also known as 'own admission authority schools'.
LA	Local authority. Home LA refers to the local authority in which the child lives.
Parent	A parent is defined in law (Education Act 1996) as including any person who has parental responsibility (as defined in The Children Act 1989) for a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.
Sibling	Unless otherwise stated in own admission authority school policies, a sibling is defined as 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, who will be at the school when the applicant will enter the school. 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.
Equal preference	All preferences are treated on an equal basis taking account of the admissions criteria, and where the LA is potentially able to offer a place at more than one school the single offer will be for the school the parent ranked highest.
Designated area	The designated (or catchment) area is a distinct geographical area from which children may be afforded priority for admission to a school. No guarantee is made that living in the designated area will mean that a place will be offered at that school.
Admission Number (AN)	<p>The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admissions authority. This is usually determined as part of the Net Capacity Assessment (calculated using a formula set by the DfE) based on the space available and the use of resources. Also known as published admission number (PAN).</p> <p>Any admission above admission number would normally only be determined by an independent appeal panel through a successful appeal, through applying the Fair Access Protocol or for a child with a Statement of Special Educational Needs or Education, Health and Care Plan.</p>
Oversubscribed schools	Where there are more applications for places than the school's admission number, the school is oversubscribed in that year group. Places are allocated in priority order in accordance with the admissions policy and criteria determined by the LA or school concerned (if the school is its own admission authority).
Waiting list	A list of children held and maintained by the admission authority when the school has allocated all its places, on which children are ranked in priority order against the published oversubscription criteria. Positions on waiting lists can change due to new or revised applications.
DfE	Department for Education.

Secondary co-ordinated scheme

Application for a secondary school place – the secondary co-ordinated scheme

Before your child finishes the final year at his or her current primary school, he or she will be allocated a place at secondary school. During the coming months you will be making decisions about where you would like your child to continue their education. This guide is designed to explain the process.

The Wokingham Borough schools admission scheme has been drawn up to fulfil the requirements set out in the School Admissions Code, published by the Government's Department for Education.

The main points of the arrangements are:

- All preferences are treated on an equal basis taking account of the admissions criteria, and where the LA is potentially able to offer a place at more than one school, the single offer will be for the school the parent ranked highest. This arrangement maximises the extent to which we are able to meet parental preferences.
- Parents have the opportunity to list **four** schools in their order of preference and to give reasons for those preferences if they wish to do so.
- Every parent of a child living in the LA area who has applied for a place in the normal admission round receives an offer of only one place on the same day.
- Selective (grammar) schools have to be included as a preference.
- Parents will be treated fairly and consistently regardless of the status of the school for which they make an application.

When drawing up our admissions arrangements, we sought to ensure that our admissions criteria are clear, fair and objective, for the benefit of all children, including those with special educational needs, disabilities or in public care. Our admissions criteria fully comply with those outlined within the School Admissions Code.

There are sufficient places in our secondary schools to accommodate all pupils living in the Wokingham Borough, together with some from the neighbouring authorities. For a variety of reasons, some of our schools are more popular than others and in recent years, a number of our secondary schools have been oversubscribed.

Allocation summaries for the last five years for all of our secondary schools, with the exception of Bohunt Wokingham which opened in September 2016, are detailed on the relevant school page and this indicates previous level of demand for places at individual schools, based on the national offer day (March 1 or next working day).

It does not reflect any changes as a result of successful appeals or movement from waiting lists after allocation which can vary from year to year. It is important to note that a number of schools have had significant changes to their oversubscription criteria and the summaries may include criteria which no longer apply.

Wokingham LA has established an application form and this is to be used by Wokingham Borough parents to apply for a school place (in electronic or paper format). **Parents are invited to name up to four preferred schools with their reasons for doing so, in order of preference.** It is your statutory right to express a school preference, you do not have the right to choose your child's school. Preferences should include any Foundation (including Grammar), Academy or Voluntary Aided schools, including schools outside the Borough.

Completed applications must be received by the School Admissions Team by **31 October 2019**. If your child attends a Wokingham Borough primary school, the letter you receive will contain a Unique Identifier (UID) number which should be used when completing your online application. Parents should note that the UID includes a mixture of letters and numbers; care should be taken where the number and letter look similar.

The online admissions service should only be used by Wokingham Borough residents. The benefits of this service are detailed on page 6. Additional benefits are that you will be able to return to your application and view and make amendments any time up until the closing date. Online applications are made on the Citizens Portal. You will need to register on the portal, if this is the first time accessing it. As part of the registration process you will receive an email and if for some reason this does not arrive please check your 'junk' mailbox before contacting the School Admissions Team.

On 2 March 2020 you will receive an email confirming your allocation, if you applied online, or a letter will be posted out first class on 2 March 2020 if you applied via a paper application. You will be advised within the email or letter how to formally accept the offer of the place allocated or to provide us with what alternative arrangements you have made for your child. Failure to complete this form, following one further written reminder, may result in the place being withdrawn. (See Question 13, page 28 – What do I do when I receive the offer email/letter?)

As soon as possible after the closing date, Wokingham LA will send other admission authorities/LAs details of applications for their schools.

Processing applications

Wokingham LA will apply its oversubscription criteria and create lists indicating the order in which all children applying have priority (within the criteria) for the maintained schools in its area, having carried out council tax checks where necessary and having considered any additional information submitted. The LA will forward applications to own admission authority schools in the Borough in order that the governing bodies of those schools will apply their own admissions criteria to applications for their schools and return their lists to the LA (unless the school has commissioned the council to act on its behalf in this regard). It will also forward applications to other LAs for schools outside the Wokingham borough and will receive applications from other LAs for schools within the Wokingham Borough.

Wokingham LA will then compile lists for all schools. Where a child qualifies for a place at more than one school, Wokingham LA will provisionally allocate 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 in accordance with the oversubscription criteria.

Offers of school places

Following the exchanges of information, final allocation lists will be reviewed and where more than one place can be offered, the school place offered will be for the highest ranked preferred school possible.

If Wokingham LA is unable to offer a place at a preferred school or schools, an alternative place in a Wokingham Borough School will not be offered if the applicant is living outside the Wokingham Borough.

The possibility still remains that there may be some Wokingham Borough children who will not be allocated to any of their four preferred schools. In this situation, Wokingham LA will consider how to place unplaced children in schools within the area having regard to the reasons expressed by parents for the unsuccessful preferences, but children will normally be allocated a designated area school (if there are places available) or to the most accessible school with places available. **This means that if you have not named your designated area school or schools as one of your four preferred schools, your child may be placed at a school some distance away from your home address.**

On 2 March 2020, Wokingham LA will write to all applicants either via email or in a letter informing them of the result of their application. This letter will be sent by **first class post**, please allow seven days for receipt of this information. The School Admissions Team will not give out information by telephone of where your child has been allocated until after 9 March 2020. If you consider that you are unable to wait for notification, we recommend that you apply online as allocation details will be sent electronically on 2 March 2020.

Please note that the School Admissions Team receives a large volume of telephone calls during March and April and whilst every effort is made to deal with your enquiry, you may experience some delay. Information regarding the allocation for schools in the Wokingham borough is posted to the secondary page of the council's website on offer day. If you have applied for schools outside the Wokingham borough, then the relevant local authority may have issued similar information to its website. This may answer any queries you may have regarding how places were allocated. The offer email/letter will state that the offer is being made on behalf of the school (if it is an own admission authority school) or on behalf of another local authority, if applicable.

Pupils will automatically be placed on waiting lists for Wokingham Borough schools ranked higher than the school that has been offered. Parents will be required to confirm that they wish their child to remain on the waiting list using the form accepting or declining the offer of a place (See Question 13, page 28 – What do I do when I receive the offer email/letter?) Other LAs may operate a different waiting list policy and parents should comply with any different requirements to wait list, if applicable. Parents have the right of appeal for schools ranked higher than the school that has been offered.

The Admissions staff will allocate places strictly in accordance with the published arrangements and will do all they can to offer your child a place in a preferred school. **You are required to accept or decline the allocated place using the form sent with the allocation email/letter or email by 16 March 2020.**

If you are declining the offer of a place, please advise what alternative arrangements you have made for your child. It is recommended that you accept the offer of the allocated school, pending the result of any appeals for higher ranked schools. The acceptance of a school place will not affect the outcome of your appeal but will ensure that a school place is available for your child in September 2020, if your appeal is not successful.

If an acceptance form is not received, there will be one further written warning and failure to respond will result in the place being withdrawn and, in the case of oversubscribed schools, a place offered to the next on the waiting list.

If you are not happy with your allocated school, please contact the School Admissions Team who will be able to advise you of other schools in the Wokingham Borough with vacancies. After the offer day any requests for changes of preferences must be made in writing, see Question 9 on page 21.

The allocation email/letter will specifically ask you to advise us at any stage, if you are not accepting the place for any reason.

Use of personal data

Personal information sent to us is subject to (EU) General Data Protection Regulations (GDPR). If you would like more information about how the Wokingham Borough council uses your data please see our Privacy notice(s) which are available: <http://www.wokingham.gov.uk/privacy/>

Frequently asked questions about this process:

1 At what age does my child change school?

In the Wokingham Borough, children transfer to secondary school at the age of 11 (the end of Year 6). For September 2020, entry will be for those children reaching the age of 11 between 1 September 2019 and 31 August 2020.

Children already attending a secondary school can transfer to another secondary school at any stage, subject to spaces being available in the appropriate year group. In-year applications should be made to the School Admissions Team in Children's Services, as secondary (and primary) school admissions and transfers are processed via centralised arrangements. There are a few exceptions to this and if you wish to apply for a place at Bohunt, Forest, Piggott or St Crispin's Schools please contact them direct. Please see question 18.

2 Can my child move to secondary school earlier or later than this?

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 but will only be agreed, by a panel of officers from Children's Services, where there is consensus between parents and 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 interest. 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.

Schools that are their own admissions authority may have a different policy to this and parents are requested to read the relevant school's individual policy.

3 What types of secondary schools are there in the Wokingham Borough?

The majority of the LA secondary schools in the Wokingham Borough are 11 to 18 comprehensive schools, (Piggott are 4 to 18 and Oakbank are 11 to 16) catering for children of all abilities. In total, there are two maintained community secondary schools in the Wokingham Borough and eight academy secondary schools. Eight schools are mixed – one is for girls only and one is for boys only.

We strongly encourage you to visit the secondary schools in the Wokingham Borough and obtain information about individual schools before submitting your application. Details of open days and evenings are published in this guide. Most schools can arrange individual visits, but please make an appointment. You will also be able to obtain information from each school's prospectus, which is available directly from the school's website.

Applications are for state schools only, should you wish to apply for a place at an independent school, please contact the school direct. For details of independent schools in Berkshire, you should contact the Independent Schools Council at: www.isc.co.uk. The Council's Children's Services is not able to provide any information on independent schools.

Mainstream state secondary schools in the Wokingham Borough consist of the following types of school.

Community schools

Community schools are all-ability schools run by the local authority which employs the staff, owns the land and buildings and decides the admission arrangements including the oversubscription criteria to be used if there are more applications than places available. Community schools are subject to regular OfSTED inspections.

Academies

Academies are 'independent' comprehensive state schools established by The Secretary of State by entering into a contract, the funding agreement, with a charitable company referred to as the academy trust and are independent of the local authority. This agreement provides the framework within which an academy must operate, including the requirement for academies to comply with the School Admissions Code and to be included in the local authority co-ordinated admissions arrangements. Free schools such as Oakbank School are set up as an Academy and The Piggott School is a church sponsored Academy.

4 How can I find out more about the school?

There is no longer a requirement for schools to publish a school brochure or prospectus each year, but some may continue to do so. All schools are required to publish on their school websites, minimum 'key' information defined by the Department for Education and this includes:

- details of the school's pupil premium strategy for the current year; and, for the previous year, a statement of how the money was spent and the impact that it had on educational attainment of those pupils at the school in respect of whom grant funding was allocated;
- details of the school's curriculum, content and approach, by academic year and by subject (including details of GCSE options and other qualifications offered at Key Stage 4 (for secondary schools), and approach to phonic and reading schemes (for primary schools));
- where applicable, details or links to the school's admission arrangements, including its selection and oversubscription criteria, published admission number and the school's process for applications through the local authority ;
- details of the school's policies on behaviour, complaints, charging and SEN and disability provision;
- links to the school's Ofsted reports and DfE School Performance Tables and details of the school's latest Key Stage 2 and/or Key Stage 4 attainment and progress measures as presented in the School Performance Tables;
- a statement of the school's ethos and values.

All schools will need to ensure that they continue to comply with any separate requirements that may apply in respect of developing specific policies and communicating them.

For those parents who cannot access the internet or who find hard copies of materials more accessible, schools are required to continue to provide a hard copy where parents request it - this may be simply met by printing a hard copy of the online information.

Another source of information may be your child's current Headteacher and the parents of pupils already at any of your preferred secondary schools.

Please note that should a Wokingham Borough community school provide conflicting information on admissions, reference should always be made to this guide or to the School Admissions Team for clarification.

Some important factors when selecting a school may include:

- How the school teaches reading, writing and mathematics?
- Is there a wide range of activities available for all ages and abilities?
- Are there after-school activities and other clubs?
- Is children's work on display?
- Is there a high expectation of pupils with the emphasis on individual achievement?
- What importance is placed on working with parents?
- What are the arrangements for helping children with special educational needs?
- How does the school intend to develop in the future?

Other useful websites for information about schools include:

Ofsted (Office for Standards in Education) – www.ofsted.gov.uk
contact: 0300 123 1231, email: enquiries@ofsted.gov.uk

DfE (Department for Education) – www.gov.uk
contact: 0370 000 2288

5 Can I select a school for my child?

The LA will seek to comply with parental preferences wherever possible, but our ability to do so is limited by the number of places available at the schools. We cannot guarantee places at preferred schools as demand for places will vary each year.

Parents have the right to express a preference for any school they choose, to a maximum of four preferences. You do not have the right to choose your child's school as schools cannot always accommodate all of the children who wish to go there. It is important to understand that all places are subject to availability as indicated by the admission number for the school.

We encourage you to visit the schools. Open day and evening information is listed on each school page and a table provided on page 44.

SENDIASS (formerly Parent Partnership) offers impartial advice and support to parents and carers of children with special educational needs and disabilities. They publish a leaflet outlining factors to consider when visiting schools, which is available on request from: Sendiass@wokingham.gov.uk or phone: (0118) 908 8233 or by visiting https://directory.wokingham.gov.uk/kb5/wokingham/directory/service.page?id=V_v5R2e-Qew

Factors to take into account when expressing a school preference

- Can your child get to the school?
- Does your child agree with your school preference?
- Have you included your designated area school or schools? This is not an automatic preference, if you do not include in your list of preferred schools, your designated area school or schools; and we are unable to allocate to any of your preferences, then we will allocate a place at the most accessible school with places which may be some distance from your home address. Please note that living in the designated area of a school does not guarantee a place at that school.

- Do you have a realistic chance of getting a place at one of your school preferences? Please refer to the historical data on the school pages. Please note that this is an indication only and can change due to various factors including the number in the cohort and the level of parental preferences expressed for the school.
- If having siblings in the same school is important to you, is it likely that any subsequent siblings will gain a place at the school? This is especially important if you live outside the designated area of a school and, with the current rise in the numbers of primary school aged children coming through the system, it is possible that siblings may not be placed in the same school.
- If you are applying for a selective school, have you ranked this school correctly? If you wish your child to attend a selective school and your child passes the test and is subsequently offered a place by the governing body of the school, please ensure that this is your highest preference or we may allocate to a higher ranked preferred school. Please check the school website to apply for any test that may be required.
- Do you want your child to attend a single sex school? If you do then please indicate in your reasons for the school that you are applying on single sex grounds. Failure to do so may mean that your child will be considered for the school in a lower criterion.
- Does your child have exceptional medical or social needs to be taken into account? If this applies, please refer to information required under Criterion B and indicate that this may apply on your form. It is important to note that Maiden Erlegh and The Piggott Schools do not consider applications on this basis.
- If you have information to provide to support your application e.g. for criterion B, please make reference to it in the 'reasons' section and submit it for consideration.

If a place cannot be offered at any of the preferred schools, a place will be offered to Wokingham Borough residents at:

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

This means that if your designated area school(s) is not included in your list of preferred schools; the most accessible school with places may be some distance from your home address. The authority cannot guarantee a place at a designated area school, as the number of applications may outnumber that of places available. Where this is the case, the tiebreaker will be used to determine the allocation of places.

Please note that we can **only** give consideration to the schools you list and you must not assume that a place will automatically be allocated at a designated area school if you are unsuccessful with other preferred schools. The application form allows you to list up to **four** preferences and allows you to write your reasons for those preferences, which will be used to apply the correct criteria.

A place will be offered for the highest possible preference and waiting lists will operate for places at schools ranked higher than the school that has been offered. Waiting lists will continue to be held by the LA in line with individual admissions policies. You will receive periodic requests to find out whether you still wish to remain on a waiting list, failure to respond will mean that your child will come off the waiting list. Waiting lists may operate differently outside the borough.

Following the major review of secondary admission arrangements for 2012/13, there is a 'designated appropriate' secondary school or schools for each part of the borough.

Designated area information, including maps, are available electronically and can be viewed through the council's website (www.wokingham.gov.uk). This area on the council's website provides you with information relating to your home address including school designated areas. The electronic maps represent the definitive description of secondary school designated areas for the purposes of admission arrangements and oversubscription criteria.

Following the changes to the designated areas for a number of schools in the borough and to assist you in selecting your school preferences; it may be helpful to note the following:

If you live in the shared area for Bohunt Wokingham, The Emmbrook, The Forest, The Holt and St Crispin's Schools:

You may list up to **four** school preferences. This allows you to express preferences for all four schools in the shared area (The Forest School is a boys' only school and The Holt School is a girls' only school).

By doing so, you will maximise the likelihood of securing a place at one of the schools in the shared designated area if all four schools are listed as a preference.

The tiebreaker for the all schools is based on radial distance between the home address and a fixed point in each school.

If you live in the enlarged designated area for Maiden Erlegh School which is also part of the designated area of The Bulmershe School:

You may list up to **four** school preferences. This allows you to express preferences for both Maiden Erlegh and The Bulmershe Schools.

By doing so, you will maximise the likelihood of securing a place at one of the schools in the shared designated area if both schools are listed as a preference. This also allows you to express two further preferences for other schools.

The tiebreaker is based on radial distance between the home address and a fixed point in each school.

All distances will be measured consistently, using a computerised mapping system and the distance will be measured as a straight line between the Land and Property Gazetteer address points for the respective home address and school. (Further details are on page 25 or in the relevant school's policy.

If expressing a preference for Maiden Erlegh School, please indicate if you are applying for the school in Earley of Reading.

There are many different reasons why parents want their children to attend a particular school. Some examples are shown below which may give you some idea of how the allocation process works:

EXAMPLE 1:

Emily's parents would like her to be considered for a place at a selective girls' school or a girls' school in the shared area. If unsuccessful, her parents then opted for two other designated area schools to ensure their daughter is not placed too far away.

Her parents expressed a preference for:

1. Kendrick School – a selective girl's school in a neighbouring authority
2. Holt School – a girls' academy in the designated area
3. St Crispin's School – a school within the designated area
4. Emmbrook School – a school within the designated area

Emily did not meet the entry requirements of Kendrick School and the governing body cannot offer her a place at the school. The governing body are unable to offer a place at The Holt School as other applicants were ranked higher on the tiebreaker. Emily qualifies for a place at St Crispin's and The Emmbrook Schools based on radial distance. A place is allocated at St Crispin's School as the higher ranked school that can be offered.

EXAMPLE 2:

William's parents, want him to attend a selective grammar school in a neighbouring authority; a comprehensive academy school due to its good results which is also one of his designated area schools or a Church of England academy school, which also achieves good results – his parents did not list a fourth preference.

His parents expressed a preference for:

1. Reading School – a selective academy in a neighbouring authority
2. Maiden Erlegh School in Earley – an academy in the designated area
3. The Piggott School – a Church of England academy

William did not meet the entry requirements of Reading School and the governing body cannot offer him a place at the school. The governing body is unable to offer a place at Maiden Erlegh School as there were other applicants ranked higher based on the tiebreaker. The governing body cannot offer him a place at The Piggott School as there are other applicants ranked higher on their criteria. A place is offered by the local authority at The Bulmershe School as this school has places and is a designated area school.

EXAMPLE 3:

Gopal's parents would like him to attend a local school with his sister or attend any other local school as friends he has made at school or football will likely attend one of these schools

His parents expressed a preference for:

1. Waingels College because his sister attends the school
2. The Bulmershe School
3. The Forest School – this is the designated area school for the home address
4. Maiden Erlegh School in Reading

Gopal has met the requirements for the first three school preferences. The governing body of Maiden Erlegh School in Reading cannot offer him a place at the school as there were other applicants ranked higher. A place is offered at Waingels College as the highest ranked school that can be offered.

EXAMPLE 4:

Olivia's parents would like her to attend a mixed comprehensive school within a reasonable distance. Her parents expressed the following preferences:

1. Yateley School – the closest school to the home address situated in another local authority area
2. St Crispin's School – a designated area school
3. The Emmbrook School – a designated area school
4. Edgbarrow School – situated in another local authority area

A place can be offered by Hampshire County Council at Yateley School. A place cannot be offered at St Crispin's School as there were other applicants ranked higher based on radial distance. A place can be offered at The Emmbrook School. Bracknell Forest Borough Council is unable to offer a place at Edgbarrow School as there were other applicants ranked higher on their criteria. Olivia is offered a place at Yateley School as the highest ranked school that can be offered.

6 How do I apply?

All applicants living in the Wokingham Borough must apply online or use the Wokingham LA's application form and applications are on the basis of the parent and child's single address. **Only one application will be accepted per pupil. Where duplicates are received (paper and/or online) the Authority will process the application with the latest date.**

Wokingham Borough parents will be issued with a personalised letter, outlining your child's unique identifier number early in September 2019, irrespective of the LA primary school attended. Parents of pupils in Wokingham Borough schools who are not Wokingham Borough residents may be issued with a copy of their home LA's preference form, if this is not received, please contact your home authority. You should complete the form and return it no later than **31 October 2019**.

The online admissions service will open for applications on 12 September 2019. Help and advice can be obtained by telephoning (0118) 974 6000 or emailing: schooladmissions@wokingham.gov.uk.

This service offers you a faster, simpler and easier process; ensuring that the application form is completed correctly if UID (unique identifier) is used (this number will appear on the personalised letter), enabling you to make changes before you submit before the deadline and allowing you to receive allocation details electronically on 2 March 2020. It also helps you in providing links to relevant websites.

The child's UID number will not be available for pupils who have recently moved to the Wokingham Borough or who attend an independent school but this makes no difference to the process as you may apply online without a UID number. Alternatively, paper forms are available from the School Admissions Team in the Council's Children's Services or at www.wokingham.gov.uk/admissions.

You should ensure that the form is completed accurately and in full. The information that you give us will be used to process your application for all preferences identified. We will check all the information that you provide on the form. **If you are intending to move, you should declare it and provide details.** You will be asked to verify any changes of address and produce documentary evidence relating to any change of address. When a place is offered, it will be on the condition that the information you provide is correct. **Places will be withdrawn if it is found that false or misleading information has been provided.**

It is strongly recommended that you identify **four** preferences on the application form. Expressing a single preference may place you at a disadvantage, should we not be able to offer your preferred school. If we are unable to meet the single preference, a place will be allocated at a designated area school (if there are places available) or the most accessible alternative school with places available which may be some distance from your home address.

Please ensure that the whole of the form (and required fields) are completed and that the form is signed by the person who has parental responsibility for the child and dated. Where additional evidence is required to support an application under a specific criteria eg denominational grounds, you must ensure that this is returned by 15 January 2020.

Please send any paper applications direct to the School Admissions Team, at the address on page 7. If you live outside this authority's area and your child is not currently attending a Wokingham Borough primary school, and you are seeking a place at a Wokingham Borough secondary school, please follow the instructions on the letter or application form supplied by your home authority.

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 15 January 2020. 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.

7 How do I know that you have received my application?

For online admissions, an email will be sent to you acknowledging receipt upon submission. The School Admissions Team will acknowledge receipt of paper applications provided parents have enclosed a **stamped addressed** envelope.

8 What if my application is received after the deadline?

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 31 October 2019. The School Admissions Team 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 15 January 2020. Parents should provide an accompanying letter explaining their reasons for a late application for consideration. Any changes to existing applications received after 15 January 2020 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. Any late applications will not be processed until 16 March 2020.

Applications made after the offer date but before the start of the autumn term

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 a designated area or the most accessible school available with vacancies and the child's name will be added to the waiting list for higher ranked preferred schools under the relevant oversubscription criterion. Parents retain their right of appeal.

Co-ordination with other local authorities will continue until 31 August 2020 in order to eliminate multiple offers.

9 What if I change my preferences after completing the form?

Parents who wish to amend their application before the closing date will be allowed to do so as long as they put their request in writing to the School Admissions Team. Parents may also amend their online application by the closing date. You will be required to resubmit the application each time an amendment is made or you have viewed in 'edit' mode. You will receive a confirmation email when you resubmit.

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.

10 How are places allocated?

Children with Education, Health and Care Plans that name a school in the 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 has been agreed for applications when a community secondary school receives more preferences than places available. All preferences will be treated on an equal basis. The governing bodies of Bohunt Wokingham, The Forest School, The Holt School, Oakbank School, Maiden Erlegh School, The Piggott School, St Crispin's School and Waingels College have determined their own admission arrangements which are detailed later in the guide.

Oversubscription criteria (categories for admission) for Wokingham Borough community secondary schools (The Bulmershe and The Emmbrook)

- A Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order' (previous looked-after children) (see note 1)
- B Families who have exceptional medical or social needs as the grounds for their admission to a particular school (see note 2)
- C Children whose permanent home address is **inside** the schools' designated area and who has a sibling at the school, at the time of application; who is expected to be attending the school when the child will enter the school (see notes 3 and 4)
- D Children whose permanent home address is in the schools' designated area
- E Children whose permanent home address is **outside** the schools' designated area and who has a sibling at the school, at the time of application; who is expected to be attending the school when the child will enter the school (see notes 3 and 4)
- F Any other children

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

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

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

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

Note 2: When submitting applications under criterion B (exceptional medical or social needs as grounds for a child's admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2019 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 halfbrother 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 will 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). This only applies to preferences submitted on an original application. 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.

EXAMPLE 1:

Parent expressed preferences for oldest child:

- 1.School W
2. School X
3. School Y – designated area school for home address

Wokingham Borough Council was unable to allocate any of the three preferred schools on offer day as the schools were full and a place was allocated at School Z as the closest available school with places.

Parent now wishes to express a preference for younger child and advises on the application form that they wish this exception to apply:

- 1.School Z
2. School Y – designated area school for home address

The authority will now apply designated area and sibling status – Criterion C to the preference for School Z and designated area to School Y.

EXAMPLE 2:

Parent expressed preferences for oldest child as follows:

- 1.School A
2. School B – designated area school
3. School C – designated area and own admission authority school
4. School D

Wokingham Borough Council was unable to allocate any of the three preferred schools on offer day as the schools were full and a place was allocated at School D

Parent now wishes to express a preference for younger child and advises on the application form that they wish the exception to apply:

1. School D
2. School B – designated area school
3. School C – designated area and own admission authority school

The authority will now apply designated area and sibling status – Criterion C to the preference for School D and designated area status to School B. The governing body of School C will apply designated area status to the preference for that school.

Tie breaker

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

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

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

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

For tiebreaker information for own admission authority schools, please see individual school policies shown later in this guide.

General preference information

Please give full reasons for your preferences on the application form as this ensures that your child's preference is placed against the appropriate criterion if the school is oversubscribed. This is particularly important if you are applying for a school in another local authority that may have different criteria to Wokingham, or if you are applying for a Wokingham Borough school from another local authority area (e.g. single sex preference if you live in an area where this is not a criterion).

Own admission authority schools, eg academy and voluntary aided schools have their own admissions criteria and policies, which are determined by their governing bodies and are usually different from the policies for LA maintained secondary schools. This applies to eight secondary schools in the Wokingham Borough – Bohunt Wokingham, The Forest, The Holt, Oakbank, Maiden Erlegh, The Piggott School, St Crispin's School and Waingels College. It also applies to some schools in neighbouring areas that you may wish your child to attend, e.g. Edgbarrow or Ranelagh in Bracknell.

If further information is required to support an application for Wokingham Borough schools, it is your responsibility to provide such information before 15 January 2020. Information will not be accepted after this deadline and may result in the application being treated using a lower criterion.

Residency requirements

Home address

Applications are processed on the basis of the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement.

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

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

Where the declared address is rented and the applicant has no claim on any other property the declared address may be considered to be a temporary address if there is evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school. Applicants should note that should any evidence arise after a child has been offered a place or admitted to a school that indicates that the declared home was not a permanent home, the place may be withdrawn, even when a child has started school.

Reference to council tax records will be made to determine a single address for consideration of a place under criteria C or D. It is for the applicant to satisfy the local authority that they live at the address stated.

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

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already owns a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The deadline for submission of evidence to support a move is 15 January 2020. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

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

The local authority reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if it believes it has the grounds to do so. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

Split living arrangements

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

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

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

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

Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the borough by 15 January 2020. Third party written evidence confirming the details and timing of the relocation will be required.

Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team.

Service Families

Families of UK service personnel who are not yet living in the area will be able to make an application if it is accompanied by an assignment order declaring a relocation date and intended address. In the absence of a new home postal address, the authority will use the former Hazebrouck Barracks (co-ordinates: Easting 476869 and Northing 166249) as the postal address to determine distance to a preferred school. A letter from the Commanding Officer or garrison headquarters will be required confirming the living arrangements for families who are being housed at the army quarters at Arborfield but are assigned to another base.

Returning Crown Servants

Families of crown servants returning from overseas to live in the Wokingham borough may apply for a place in advance of their move provided the application is accompanied by an official letter confirming the posting to the UK and the expected relocation date. Where a parent is unable to provide confirmation of a relocation address, an indication of the area may be provided, narrowed down as far as possible, to which the family intend to return. Preferences will be considered but applications will be considered under criterion G (other children) until the parent is able to provide confirmation of the new address such as proof of exchange of contracts or a signed rental agreement. If a place cannot be offered at a preferred school, no alternative school will be offered until confirmation of the relocation address within the borough is received but the right of appeal will be advised.

It is the responsibility of parents to keep the School Admissions Team informed of any changes to their planned address during the application process.

Council's whistleblowing policy

The Authority receives, from time to time, information from members of the public concerning potential misleading or fraudulent applications. Information is provided at: <http://www.wokingham.gov.uk/contact-us/report-a-serious-concern-whistleblowing/>. You are encouraged to put your name to any concerns raised and information will be withheld in such instances in accordance with the Council's Whistleblowing Policy. If you wish to make an allegation please call the whistleblowing hotline on (0118) 974 6550 or report by emailing confidential.whistleblowing@wokingham.gov.uk.

11 What if there are multiple births or children with birth dates in the same academic year in my family?

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

12 How do you operate waiting lists?

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school until the end of year 7. Parents will need to re-apply for each year they wish their child to remain on the waiting list. No account is taken of the length of time spent on a school waiting list.

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

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

Please note that where a school is fully subscribed, pupils moving to that school's designated area after the allocation will be placed on the waiting list in accordance with the published oversubscription criteria (Criteria C or D for community schools), as appropriate (subject to producing satisfactory evidence of the move). Places cannot be reserved for pupils moving into a school's designated area.

You will be asked to confirm on the acceptance form if you wish your child to remain on the waiting list for higher ranked preferred schools. Where no confirmation is received, it will be assumed that parents wish their child to remain on the waiting list. If a place becomes available from the waiting list, the place will automatically be allocated and the previous school allocation withdrawn and given to the next child on that school's waiting list. As a result it is important that you notify the School Admissions Team in writing if you are happy with the allocated school and that you no longer wish your child to remain on the waiting list for other schools at any point in the process. This avoids disappointment at a later date.

It is the responsibility of parents to ensure that the School Admissions Team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

If own admission authority schools have stated that they operate waiting lists in their policies, the waiting list will transfer to the school on 31 December 2020, unless the governing body indicates that they want the local authority to hold their lists and the local authority agrees to this.

13 What do I do when I receive the offer email or letter?

The School Admissions Team will allocate places strictly in accordance with the published arrangements and will do all they can to offer your child a place in a preferred school. You are required to accept or decline the allocated place and instructions on how to do so will be available in your allocation email/letter.

If you are declining the offer of a place, please advise what alternative arrangements you have made for your child. It is recommended that you accept the offer of the allocated school, pending the result of any appeals for higher ranked schools. The acceptance of a school place will not affect the outcome of your appeal but will ensure that a school place is available for your child in September 2020, if your appeal is not successful.

The form must be returned to the School Admissions Team by **16 March 2020**. If a form is not received, there will be one further written warning and failure to respond will result in the place being withdrawn and, in the case of oversubscribed schools, a place offered to the next on the waiting list.

A facility to accept online will also be available for parents via the council's website.

The allocation email/letter will specifically request you to advise us at any stage if you are not accepting the place for any reason.

14 Can I appeal if I am not offered my preferred school?

Parents may appeal where their application has been unsuccessful, Wokingham Borough Council will give you a written explanation in the form of a statement of allocations and you will be advised of your right to appeal against this decision. If you wish to appeal, full details of how and where to lodge your appeal will be provided. Information is also available at: www.wokingham.gov.uk/admissions.

Details on appeals arrangements and procedures can be obtained from the Council's Democratic Services Team – by calling (0118) 974 6053. Application for an appeal should be notified by **30 March 2020** (20 school days from the date of the email/letter refusing a place).

All appeals are considered by an independent panel and its decisions are binding on school and the LA. In the event of an unsuccessful appeal against non-admission to a school, the LA 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 circumstance relevant to the application. Full written evidence must be supplied to the School Admissions Team for consideration whether to allow a fresh appeal.

In the case of own admission authority schools, appeal arrangements may be different from the LA's and if you are not successful in your application to one of these schools, the allocation email or letter will advise you how to proceed with an appeal, should you wish to do so.

Information regarding appeals in the Wokingham Borough for those starting Year 7 in September 2020 is on the relevant school page.

15 What if I want my child to attend a school outside the Wokingham Borough?

As with schools in the Wokingham Borough, the places are subject to availability, although the admissions criteria will be different. You should make your application for any LA, voluntary aided, academy or foundation (including grammar) school in a neighbouring LA, on the Wokingham Borough application form (paper or electronic) and return the completed form, or submit via admissions online, to the School Admissions Team at Wokingham Borough Council. The authority co-ordinates with other local authorities and the LA will send other admission authorities/LAs details of applications for their schools. Co-ordination will continue until 31 August 2020.

If you are seeking a place at a school administered by another local authority, or if the school you wish to apply for is its own admission authority, you should obtain a copy of their admissions policy, to understand how your application will be considered as their admissions criteria will be different to our own.

16 What if I live outside the Wokingham Borough and I want my child to attend a school in the Wokingham Borough?

Your child will be considered under the admissions criteria for Wokingham Borough pupils, which may be different to those of your home LA. If your application for any Wokingham Borough schools cannot be met we will not offer any alternative school. If we are unable to meet your preference(s) your application will be referred to your home authority for them to reserve a place for your child at one of their schools. Our guide to secondary school admissions is available at www.wokingham.gov.uk/admissions.

You should apply for a Wokingham Borough school on your own LA's application form and return it to that LA's Admissions Team by the appropriate closing date. Your LA will advise Wokingham Borough Council of your preferred school(s) and your application will be processed in accordance with our admissions criteria.

17 What happens if I move house before, or during, the application process?

If you own a property which is in the process of being sold and you want us to use your new home address for the allocation of places, you will need to give us appropriate evidence in support e.g. exchange of contracts on both the new property and where possible disposal of your current property. The latest date for submission of evidence to support a move is 15 January 2020. If the move takes place later or evidence is submitted later, we 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. Please refer to residency requirements on page 26.

Parents are required to advise of any change of circumstance at any time during the process.

18 What is the process if I want my child to change schools outside of the normal admission round? (In-year admissions)

A scheme to co-ordinate in-year admission has been formulated and a separate policy and Parent's Guide is available at www.wokingham.gov.uk. This applies to all applications received after the transfer group process ends on 31 August 2020 and for all other year groups with the exception of:

- admission to school sixth forms
- admission to nursery or foundation stage units into foundation one (F1)

A brief summary of the scheme is as follows:

Timing of applications

Applications will be considered **half-a-term** in advance of the place being required. For entry to school at the start of term or half-term, an application will need to be received by the School Admissions Team, 20 school days in advance of the commencement date. Any applications received in advance of this will be held on file until the appropriate time, with the exception of crown service, service families or look-after children.

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

Applications

Applications must be made using the Wokingham Borough application form to apply for schools within the Borough. The common application form is available on request or can be downloaded at: www.wokingham.gov.uk/admissions. An application form allowing a single preference will be available for own admission authority schools outside the scheme ie Bohunt School, Forest School, Piggott School or St Crispin's School. An online application facility is available.

Parents may express up to **four** preferences for schools within the scheme, listing those preferences in ranked order and giving their reasons for those preferences. Where a place is available for a child at more than one school, Wokingham Borough Council will offer a place at whichever of these schools is their highest preference.

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

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

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

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

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

Out of Borough applications

Wokingham Borough Council will accept applications from all residents wishing to apply for a Wokingham Borough school. Wokingham Borough Council will respond to the parent, in writing, with the outcome of their application with a copy to the home local authority. If the place is declined, the parent will be advised of their right of appeal.

Offers

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

The offer of a place in a Wokingham Borough school must normally be taken up within the declared half-term.

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

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

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

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

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

It should be noted that a child from overseas with a right to live in the UK with parents may attend a state school. This does not apply where the stay is so short (e.g. less than six weeks) that it would not be practical for the child to attend school (e.g. on holiday or short visit).

Parents will be required to accept the offer of a school place within 14 days of the offer notification. Waiting list will be maintained by the local authority for all oversubscribed year groups in its schools in accordance with the oversubscription criteria.

Full details including the oversubscription criteria, tiebreaker and residency requirements are available at www.wokingham.gov.uk/admissions.

Admission to upper schools (with an entry age after 11) Year 10 transfer – deadline October 31, 2020

These arrangements will be managed centrally by Children's Services, where applicable.

Local schools included in the upper school transfer include:

Forest School	To admit an additional 20 boys into year 10 School information is given on page 61 Details relating to the school policy is shown on page 84	
UTC	Reading Principal:	Joanne Harper
	Address:	Crescent Road, East Reading RG1 5RQ
	Telephone:	(0118) 938 1020
	Website:	www.utcreading.co.uk
	Email:	enquiries@utcreading.org.uk
	School specialism:	Computer science and engineering
	Type of School:	University Technical College for 14 to 19 year olds
	Admission number:	100 (year 10)

To apply for a place at Forest School, please use the common application form for the in-year process. To apply for a place at UTC, please contact them direct.

19 What Fair Access Protocols have been set by Wokingham Borough Council

The council has agreed the following protocols for the admission of children in-year in accordance with the School Admissions Code:

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

In some instances, implementation of a protocol allows for the admission of children above the admission number. Consideration of applications that may fall within one of the above groups will be by a panel of officers and, where necessary, school representatives.

The protocols can be viewed in the In-Year Admissions page at: www.wokingham.gov.uk/admissions. Written copies are available on request from the School Admissions Team.

20 How do I apply to a Wokingham Borough school sixth form?

As with admissions at statutory school age, preferences will be met where possible. Admissions are managed by each school locally and must comply with the School Admissions Code. Wokingham Borough Council has agreed admission arrangements for community schools that include a model sixth form admissions policy. Each school may modify the policy to set out course requirements, course availability and admissions criteria i.e. minimum entry qualifications and provide any additional school-specific information. It should be noted that a course may be withdrawn by a school if it is uneconomic to deliver due to insufficient take-up by prospective students.

Admission numbers have been determined for Wokingham Borough Council community schools for external applicants as follows:

School	Admission Numbers – year 12	School	Admission Numbers – year 12
The Bulmershe	20	Maiden Erlegh	30
The Emmbrook	20	The Piggott	20
St Crispin's	30	Waingels	10
The Holt	10	Forest	5

16-19 Bursary Fund

To be eligible for a bursary, you must be at least 16 years old and under 19 years old at 31 August 2019. You must also be:

- studying at school or college (not university) in England
- on a training course, including unpaid work experience

Further information is available at <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2019-to-2020-academic-year#to-19-bursary-fund-a-summary>

It should be noted that work experience can be a legitimate funded part of sixth form (post-16) study programmes. If you turn 19 during your programme of study, you can continue to get the bursary to the end of the academic year in which you turn 19, or to the end of the programme of study, whichever is sooner. The only students aged 19+ who are eligible to receive a bursary from the 16 to 19 Bursary Fund are those who have a Learning Difficulty Assessment, or an Education, Health and Care Plan and who attend a special post-16 institution. These students can receive a discretionary bursary while they continue to attend their education, as long as their eligibility continues and the institution considers they need the additional support in order to continue their participation.

There are two types of bursaries:

Vulnerable student bursary – you could receive up to £1,200 if you are:

- looked after by a local authority on a voluntary basis, or under a care order
- a care leaver
- getting Income Support or Universal Credit in place of Income Support in your own right
- getting Employment Support Allowance and Disability Living Allowance (DLA) or Personal Independence Payments in your own right
- an unaccompanied asylum seeker
- a young offender serving a non-custodial sentence
- meet the current residency criteria published by the Education Funding Agency

Please note that to qualify as eligible for a vulnerable student payment you do not have to live independently from your parents; you can claim Employment Support Allowance or Universal Credit in your own right. Parents should note that they will not be able to claim Child Benefit for you if your claim for Employment Support Allowance succeeds.

Discretionary bursary – you can apply for a discretionary bursary if you need financial help but don't qualify for a vulnerable student bursary through your school, college or training provider who will decide whether you will receive a discretionary bursary, how much you could get, and what it should be used for. Further information is available from: www.gov.uk/1619-bursary-fund/how-to-claim

21 What are the term dates for the academic year 2020-2021?

Autumn 2020

Half term 1 (39 days)

Term starts on: Tuesday 1 September 2020

Term ends on: Friday 23 October 2020

October holiday: Monday 26 October to Friday 30 October 2020

Half term 2 (35 days)

Term starts on: Monday 2 November 2020

Term ends on: Friday 18 December 2020

Christmas holiday: Monday 21 December 2019 to Friday 1 January 2020

Spring 2021

Half term 3 (30 days)

Term starts on: Monday 4 January 2021

Term ends on: Friday 12 February 2021

February holiday: Monday 15 February to Friday 19 February 2021

Half term 4 (29 days)

Term starts on: Monday 22 February 2021

Term ends on: Thursday 1 April 2021

Spring holiday: Friday 2 April to Friday 16 April 2021

Summer 2021

Half term 5 (29 days)

Term starts on: Monday 19 April 2021

Term ends on: Friday 28 May 2021

May holiday: Monday 31 May to Friday 4 June 2021

Half term 6 (33 days)

Term starts on: Monday 7 June 2021

Term ends on: Wednesday 21 July 2021

Total pupil days: 195 less five inset days to be set as flexible closures to be determined locally by school or cluster.

Wokingham Borough Council is working hard to support our Head Teachers in upholding the law with respect to attendance at school. Children and families have 175 days off school to spend time together, including weekends and school holidays. It is our duty with schools to prioritise good attendance, thus enabling us to closely work in partnership with our families and schools to ensure all our children achieve the best education they can and enjoy their school life fully.

Parents who take their children out of school for a holiday in term time could be subject to a penalty notice, irrespective of when this holiday was booked.

Help and assistance from Wokingham Borough Council

22 What do we mean by special educational needs or disability? (SEND)

National figures suggest that as many as 1 in 5 of all children and young people will, at some stage, have difficulties with their learning. For most of these children and young people the difficulties will be temporary but for some the difficulties will be long standing. The important thing is to ensure that support is made available to children and young people and the funding, now made directly available to schools, means that they will always be using a range of strategies to support pupils who are having difficulties with their learning. A small number of children and young people have enduring difficulties, or special educational needs. The definition below is taken from the Code of Practice which supports the Children and Families Act.

A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

- has a significantly greater difficulty in learning than the majority of others of the same age, or
- has a disability which prevents or hinders him or her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post 16 institutions.

The Children and Families Act 2014

This Act has made a number of changes to how support for special educational needs is made.

- From September 2014 a child or young person who would have been given a Statement of Special Educational Needs (SEN) will have an Education, Health and Care plan (EHC)
- Children and young people who already have a Statement of SEN will have these converted to an EHC plan over the next few years
- Children whose needs can be met through the extra resources now in school will have support at SEN Support stage.

SEN support

The Council delegates money into mainstream schools' budgets to provide extra help for pupils with SEN. If a child is identified as having special educational needs, the school takes a step-by-step approach that might include:

- targets set that are reviewed regularly with you
- extra help from a teacher or learning support assistant
- individual or small-group teaching for short periods.

The level of help will be matched to your child's needs and you will be kept informed at each stage of the process. Sometimes, the school will call on the help and advice of an educational psychologist or another professional.

Education, Health and Care needs assessments and plans

In most cases the step-by-step approach will ensure that your child gets all the help he/she needs. A few children will have more significant and long-term needs. These children may require an education health and care needs assessment. This takes information and advice from health, social care and education and works with you to set out an EHC plan which explains your child's needs and what support needs to be available to them to ensure that they make the most progress with their learning. Before September 2014, these children would have received a Statement of SEN.

Most children with EHC plans attend their local school and receive extra help there. A small number of children may need to attend a special school or a mainstream school with additional facilities for particular difficulties such as physical difficulties, autistic spectrum disorder, or speech and language difficulties. If you think your child needs to attend a school with this specialist support you can contact the Council's Special Educational Needs Team to find out which schools provide this support.

If you are concerned about your child's progress, you should speak to his/her teacher. The school will have a published policy on identifying and supporting pupils with special educational needs, which you can ask to see. You can get more information about special educational needs via the Wokingham Borough Council website or from the SEN Service by calling (0118) 974 6216 or emailing: sen@wokingham.gov.uk.

If your child has a current EHC plan, and attends a mainstream primary school or a special resource in a mainstream primary school, his or her future school placement will be considered as part of the annual review and you will be part of those discussions.

In most cases it should be possible to give clear recommendations in Year 5 as to the type of schooling that your child will need at the secondary stage. Very rarely, a child's needs may change after the Year 5 review to such a great extent that the type of school may need to be reconsidered. This should take place through an interim or early Year 6 review. You will also be sent information from the School Admissions Team requesting your **preference** for the school you wish your child to attend and it would be helpful if you complete the application form.



The Local Offer

The Local Offer includes information about health and social care services, education, leisure activities and support groups in the area for children and young people aged 0 - 25 with SEND and their families. The Local Offer helps parents, carers and young people to see clearly the range of services and support that are available in their local area and understand how to access them. This information is available at www.wokingham.gov.uk/lo

Expressing a preference

Mainstream schools: the majority of children will attend their local mainstream school serving their address. The Local Authority wishes to encourage all parents strongly to consider expressing a preference for their local mainstream school as this can have a beneficial effect on social relationships and ease travel arrangements and often make home-school contact and liaison easier. Please note that help with transport costs may not be provided if appropriate provision is available at a nearer school.

Specialist provision: if your preference is for a place in a resourced unit or special school, this information is passed to the Special Educational Needs Team. A move to a special school or to a special education resource can only be arranged if the school has places available and is suitable to your child's age, aptitude, ability and their special educational needs. Expressing a preference for a mainstream place in a school that hosts a resource will not secure the admission of your child to the special resource unless that specialist provision has been identified as necessary for your child.

Independent special schools: if you consider your child should be placed in an independent or non-maintained special school your request will be carefully considered. However, a placement will usually only be agreed if suitable provision cannot be made in a maintained mainstream or special school and the proposed placement would represent efficient use of the Council's resources.

Schools outside the Wokingham Borough: you are able to express a preference for your child to be placed in a mainstream school, a special school, or to a special education resource within a mainstream school of another authority's area outside the Wokingham Borough. The allocation of places in schools outside Wokingham is arranged with the appropriate local authority and school governors. The Special Educational Needs Team must by law consult the governors of your preferred school and the local authority that maintains the school. Expressing a preference for a mainstream place in a school outside the Wokingham Borough that hosts a resource will not necessarily secure the admission of your child to either the school or the special resource.

What if my child has a disability?

All schools are required to continue to make their schools as accessible as possible (known as an Access Plan) and to make what are known as 'reasonable adjustments'. This means that most children who can access a mainstream curriculum can do so in a school which is within their locality. Each school publishes information about its Access Plan on their website.

Agreeing a preference

The law is that the Local Authority must agree to your preference for a maintained (State) school, unless:

- The school is unsuitable to the child's age, ability or aptitude, or his or her special educational needs; if you are looking for a change from mainstream school to a special school or special extra resources this will only be taken forward if the school is suitable to your child's ability and special educational needs.
- The attendance of your child at the school would be incompatible with the provision of efficient education for the children with whom he/she would be educated, in which case there would have to be grounds to show that no reasonable steps could be taken to eliminate the incompatibility OR
- the efficient use of resources.

Sometimes parents express a preference for a mainstream school outside the usual designated area and where this is agreed, parents will be responsible for transport to and from school. Places cannot be made available in special schools or special resources where this would take them over planned numbers.

In the majority of cases, it will be possible to meet the parental preference for a named school.

However if you do not agree with the school being suggested you will be invited to meet with someone from the Special Educational Needs Team to discuss the matter. SENDIASS (formerly Parent Partnership) is available to offer impartial advice and support to parents and carers of children with special educational needs and disabilities. They can be reached on: (0118) 908 8233 or email: sendiass@wokingham.gov.uk.

In cases where there is a disagreement about your child's special educational provision you may be offered formal mediation with an independent mediation service. If you are sent a final statement with which you disagree, you then have the opportunity to appeal to the SEN and Disability Tribunal in London.

23 If I have difficulties with my child, who can help me?

It is important to seek help at the earliest stage. The first point of contact should be your child's class teacher and then the Headteacher. Each school has an Education Welfare Officer who is able to give help, advice and support in situations where children are experiencing problems of behaviour or school attendance. For further advice please contact the Education Welfare Team on (0118) 974 6193.

The protection of the child's welfare is paramount, and, if there are any child protection concerns, school staff are duty bound to report this. The case will then be investigated in accordance with Child Protection procedures.

If your child has special educational needs and disabilities, then impartial advice and support is available from SENDIASS on: (0118) 908 8233 or email: sendiass@wokingham.gov.uk.

24 How would my child qualify for free school meals? (FSM)

If a parent receives certain benefits (see below) then your child may be entitled to free meals at school. All children in reception, year 1 and year 2 at state schools in England automatically receive free school meals.

School meals are carefully monitored to meet strict nutritional standards, and there is evidence that having a regular healthy meal at lunchtime can itself improve a child's learning at school. It is important that every child eligible for free school meals applies for them.

If your child is eligible for free meals, the school will also receive additional Pupil Premium funding to support and raise their educational attainment. The Pupil Premium Grant is available for each pupil on their roll who has been registered as eligible for free school meals (FSM) at any time within the previous six years. The extra amount that secondary schools receive is currently £935 per pupil. To ensure your school doesn't miss out on additional funding to help your child, you should apply as soon as your child starts school and no later than October half-term. We would encourage children to have school lunches, but even if they don't, the school will still receive the extra funding provided you have registered.

Schools are expected to use this extra funding to improve the educational attainment of all FSM pupils, and your child's school will be able to tell you how they plan to do this.

Who is eligible?

Your child may be able to get free school meals, if you get any of the following:

- Income Support;
- Income Based Job Seeker's Allowance;
- An income-related Employment and Support Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190);
- Working Tax Credit run-on-paid for four weeks after you stop qualifying for Working Tax Credit;
- The Guaranteed element of State Pension Credit;
- Universal Credit.

Children who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals. Children under the compulsory school age who are in full time education may also be able to get free school meals.

Additional notes

- In all cases, please note that a request for free school meals must be made in order for a child to become eligible. The cost of school meals cannot be claimed for any period prior to a claim for free school meals being made.
- Working Families/Working Tax Credit includes an allowance for meals, which is why families receiving this benefit are not normally entitled to claim free school meals (with the exception below).
- Working tax credit usually continues to be paid for the first four weeks of unemployment before transferring to other benefits, eg jobseeker's allowance. Families may still be entitled to claim free school meals in this four week period, despite receiving working tax credit.
- Children in the care of the Local Authority, e.g. foster children, or of a voluntary organisation, cannot be considered for free school meals
- The authority does not grant free school meals to children at independent (private) schools.
- Parents whose children attend schools outside of Wokingham Borough should contact their child's school, or the local authority which maintains the school, with regards to free school meals, as their local arrangements for processing claims may be different.

How do I apply?

The Council are able to confirm whether you are eligible for free school meals electronically, using a secure government on-line system.

You will only need to complete one form once. The benefits are:

- Eligibility will be checked automatically for you each term.
- You will no longer have to produce evidence of any benefits or of your income to the school.
- The school will receive only a yes/no answer from the online checking system – this means staff will not have access to or need to keep a copy of any of your personal income or benefits information.

A copy of the application form can be obtained from your child's school, Children's Centres, or can also be downloaded from the Council's Website: <http://wsh.wokingham.gov.uk/leadership/free-school-meals>

COMPLETED FORMS FOR FREE SCHOOL MEALS SHOULD BE RETURNED TO YOUR CHILD'S SCHOOL

25 How will my child get to school?

In most cases parents are responsible for making arrangements for their child to get to school. In the information about individual schools in this guide, we have included some basic travel information such as bus routes, which is current in July 2019, but is subject to change or cancellation by the operator.

If your child attends a designated area school, or the nearest school to your home address, and does not live within walking distance, you may be entitled to free school transport. For more details please refer to Question 26.

School Travel Plans

Schools are encouraged to promote sustainable journeys to schools, and to develop travel plans in consultation with parents and children. Many schools have travel plans in place which promote walking or cycling to school through various initiatives. If we know that a school has a travel plan, this is indicated in the information about individual schools. Details of the plan can be obtained from the school concerned.

26 Will my child be entitled to any assistance with transport?

a) If your child is not entitled to free school meals and you are not receiving the maximum level of Working Tax Credit.

For any pupils aged 11 to 16-years-old, transport assistance can be considered where your child attends a designated area school or the nearest available suitable school.

Transport to any designated area school will be considered if there is more than one for your address, but not if one of the schools (including a nearest available suitable school) available at the time of application is within safe walking distance of home.

Transport can also be considered in the relatively few cases where the school attended, although not a designated area school, is the nearest available school by radial distance.

Transport in all cases will only be provided if your child lives more than three miles from the school by the shortest safe walking route, unless there is no safe walking route. "Safe" means accompanied if necessary, and the distance limit is set nationally. The only exception where transport will be provided for children living closer to schools, is where children are unable to walk due to special educational needs or disability.

Walking routes may not necessarily be the same as the route driven by a vehicle.

Note that for children who are entitled to free school transport, this only applies until the end of year 11.

Designated area information is available on the Council's website at <http://www.wokingham.gov.uk/schools-and-education/school-admissions/schools-and-catchment-or-designated-areas/>

Note that Oakbank School has no designated area, but may be the nearest available suitable school for families in Shinfield Parish, Lower Earley, Swallowfield and other areas.

If transport costs are a significant factor in choosing your school preferences, Corporate Transport Team can, on request, provide a written assessment before you submit your preference form, to advise whether any of the schools you are considering would qualify for travel assistance.

b) If your child is entitled to free school meals, or you receive maximum level Working Tax Credit.

For any pupils aged 11 to 16 years old, transport assistance can in addition be considered if they attend:

- a) any one of the three nearest schools (by radial distance) to the home address, where the distance travelled is between two and six miles or
- b) the nearest school (by radial distance) preferred on grounds of religion or belief where this is between two and 15 miles away. "Belief" is defined by part 2 of the Equality Act 2006.

Schools counted in both cases are those nearest suitable schools at which a place was available at the time of application. Suitable schools include local authority maintained schools and academies, regardless of borough boundaries, but do not include independent schools.

This entitlement will be reviewed on an annual basis and may be withdrawn if families are no longer entitled to free school meals or no longer in receipt of maximum level working tax credit.

Additional notes for both a) and b)

- Where parents are successful in obtaining a preferred school that is not a designated (or nearest) school, they are responsible for their child's attendance. Free school transport will not be provided.
- Designated schools can be any kind of state funded mainstream school including maintained schools, Academies and Free Schools. There are locations where a number of schools will be considered to be designated schools. For example the designated area of Bohunt School includes addresses in the designated areas The Forest, The Holt, The Emmbrook and St Crispin's Schools.
- In the case of lower income families who apply for transport under (b) above, transport will not be provided if their child attends a school which does not meet the criteria stated.
- Where free transport is provided, this is only to the end of Year 11 and will no longer be provided once a child enters the sixth form.
- All transport entitlement will be reviewed on an annual basis.
- Transport assistance may be provided by means of a contracted vehicle, public transport (bus or train) or mileage reimbursement, at the Council's discretion.

How do I apply?

If you believe that you are entitled to free school transport when a school place has been allocated, you should obtain an application form at www.wokingham.gov.uk/schools/transport or from the Corporate Transport Team at the Council. This should be returned by **30 May 2020** to enable transport arrangements to be put in place for September 2020. Late applications, due to admissions appeals etc. will be processed as quickly as possible.

As stated, parents who are successful in obtaining a school other than a designated area school, as a result of a higher ranked preference, will not receive transport assistance. If they subsequently change their ranked preference in favour of a designated area school and all places have been allocated they would still not be provided with free transport to the school originally ranked higher.

The school transport policy, and post-16 transport policy statement, can be viewed at www.wokingham.gov.uk/schools/transport/assistance or copies are available from the Corporate Transport Team at the Council Offices at Shute End, Wokingham. For specific advice, please contact the school transport help line on (0118) 974 6000 before completing the school application form.

Wokingham Borough Council's Sustainable Travel to School Strategy

The Council also promotes the use of sustainable modes of travel and transport for journeys to school and college.

Under the Education and Inspections Act 2006, the Council has a duty to prepare a Sustainable Travel to School Strategy. There are four main elements to this duty:

- An assessment of the travel and transport needs of children, and young people;
- An audit of the sustainable travel and transport infrastructure within the authority that may be used when travelling to and from, or between schools/institutions;
- A strategy to develop the sustainable travel and transport infrastructure within the authority so that the travel and transport needs of children and young people are better catered for; and
- The promotion of sustainable travel and transport modes on the journey to, from, and between schools and other institutions.

Wokingham Borough Council has produced a draft Sustainable Travel to School Strategy to deliver an action plan of measures, and to helping to achieve common aims and objectives now shared by transport, health and children's services authorities.

Wokingham Borough Council's draft strategy is published on our website at:
<http://www.wokingham.gov.uk/council-and-meetings/open-data/policies-and-strategies>

27 Is there any assistance available for the purchase of school uniform?

Whilst there is no assisted purchase scheme run by the Council, many schools sell both new and nearly new uniforms at reasonable prices. If we know that a school has a uniform policy, this is indicated in the information about individual schools. Details of the policy and how uniforms can be purchased can be obtained from the school concerned.

28 Will there be charges for school activities?

No charge may be made for school activities by the Council or the school governors unless it is already provided for in a statement of policy on charging and the remission of charges. Such statements will usually also cover arrangements for the financing of school activities by means of voluntary contributions.

29 Will there be charges for public examinations?

No charge will generally be made for public examinations for which pupils are prepared for by the school.

However, the fee may be recovered if the pupil fails, without good reason, to complete the examination requirements and, in the case of a dual entry, only one entry will be made without charge.

30 When can my child leave school?

The date when a young person is allowed by law to leave secondary school is the last Friday in June of the school year in which he or she reaches the age of 16. Neither the local authority nor school governors may alter the school leaving date.

The Education and Skills Act 2008 requires a young person in England to remain in learning until their 18th birthday. Young people may stay in full-time education, undertake work-based learning such as an Apprenticeship or Traineeship, or undertake part-time education or training if they are employed, self-employed or volunteering for more than 20 hours per week.

SCHOOL INFORMATION

Secondary School Visit Information

For children transferring to year 7 in September 2020

School/Academy	Telephone No.	Viewing detail
Bohunt School Wokingham	(0118) 907 6237	Open evening: Thursday 26 September 2019 5.00pm – 8.30pm. No need to book. Open morning: Friday 27 September – Friday 11 October 2019 09.05 – 10.30am No booking required.
The Bulmershe	(0118) 935 3353	Open evening: Thursday 19 September 2019 6.00pm - 7.30pm. No booking required. Open mornings: Monday 23 September, Wednesday 25 September, Friday 27 September, Monday 30 September, Wednesday 2 October and Friday 4 October 2019. 9.00 – 11.00am Please contact the school to book on open mornings.
The Emmbrook	(0118) 978 4406	Open evening: Thursday 17 October 2019 from 6pm to 8.30pm. Daily tours available. Information is available on the school website.
The Forest	(0118) 978 1626	Open evening: Wednesday 2 October 6.00 – 8.30pm. Headteachers presentation at 6.00pm and 7.00pm. Open mornings: Parent and student tours begin at 9.15 and conclude at 10.50 on Tuesday 1 October, Monday 7 October, Tuesday 8 October, Wednesday 9 October, Thursday 10 October and Friday 11 October. Booking required for events via the school website.

School/Academy	Telephone No.	Viewing detail
The Holt	(0118) 978 0165	<p>Open evening: Thursday 3 October 2018 6.00 to 8.00pm. Co-Headteacher talk at 6.00pm and 7.00pm.</p> <p>Parent tours: 9.30 to 11.00am on Thursday 12 September, Thursday 19 September, Tuesday 24 September and Monday 30 September.</p> <p>Please book via the school website.</p>
Maiden Erlegh In Earley	(0118) 926 2467	<p>Open mornings: 9.30 to 10.30 am on Monday 16 September, Tuesday 17 September, Wednesday 18 September, Friday 20 September, Monday 23 September, Tuesday 24 September, Wednesday 25 September and Friday 27 September.</p> <p>Please contact reception to book your place.</p>
Oakbank	(0118) 988 3616	<p>Open evening: Tuesday 17 September 2019</p> <p>Open morning: Tuesday 24, Wednesday 25 and Thursday 26 September 2019 at 9.00 am. Book via enquiries@oakbank.education</p>
The Piggott	(0118) 940 2357	<p>Open evening: Thursday 26 September 2019 6.00 – 7.30pm. Talks by Headteacher at 6.15pm, 6.45pm and 7.15pm.</p> <p>Open mornings: At either 9.15am or 9.30am on Wednesday 2 October or Thursday 3 October 2018. Please book a place on a tour with reception.</p>
St Crispin's	(0118) 978 1144	<p>Open evening: Monday 23 September 2019 7.00 – 9.00pm</p> <p>Open mornings: 9.00am to 11.00am on Wednesday 25 September, Monday 30 September, Thursday 3 October, Monday 7 October, Wednesday 9 October and Tuesday 15 October 2019.</p> <p>Please contact the school to book open mornings.</p>
Waingels College	(0118) 969 036	<p>Open evening: Thursday 3 October 2019 5.30pm to 8.30pm</p> <p>Open mornings: 9.00 – 11.00 am on Thursday 7 October, Tuesday 8 October 2019 and Monday 13 January 2020</p> <p>Books via schooloffice@waingels.wokingham.sch.uk</p>

Visit information for some schools outside the Wokingham Borough which historically attract applications for children living in the Wokingham borough. Please contact any school or local authority for schools not included in the following list.

School/Academy	Telephone No.	Viewing detail
Bracknell Forest Borough Council		
Edgbarrow	(01344) 772658	Open evening: Thursday 3 October 2019 and Thursday 17 October 6.00 - 8.15pm – no booking required.
Ranelagh	(01344) 421233	Open events: Thursday 19 September and Monday 23 September 2019 6.30 – 8.00pm Tours of the school: Thursday 19 September and Monday 23 September 2019. Arrival 1.45pm for 2.00pm tour.
Reading Borough Council		
Reading	(0118) 901 5600	School visits are arranged in the summer term together with registration for taking the test – please see school website for further information about admission to the school. Testing Date Day and Boarding Applicants: Saturday 14 September 2019 Results sent out from Reading School: by first class post mid October 2019
Kendrick	(0118) 901 5859	School visits are arranged in the summer term together with registration for taking the test – please see school website for further information about admission to the school. Testing date: Saturday 14 September 2019 Results will be sent out before the deadline for applications.
Reading Girls'	(0118) 986 1336	Open event: Thursday 26 September 2019 Selective Stream tests will take place on Friday 11th October 2019 at the school. Results will be sent out before the deadline for applications.
Maiden Erlegh in Reading	0118 9668065	Open evening: Wednesday 25 September 2019 6.00pm – 8.00pm Open mornings: Thursday 12, 19 September and 3 October 2019 Please contact the school for an appointment.
Hampshire		
Yateley	(01252) 879 222	Open evening: Tuesday 1 October 2019 6.30 pm onwards.

When applying for schools outside the Wokingham borough, it is recommended that you seek details on the admission arrangements for each school to understand how your application will be considered. This is available from the local authority in which the school is situated or from the school direct if it is its own admission authority.

If you have a disability, please notify the school in advance of your school visit of your needs so that appropriate arrangements may be made for you to have access to, or understanding of, the presentations at the schools or written information in an alternative format.

Wokingham secondary school designated areas 2020/2021

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

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

Bohunt, The Forest, The Holt, Maiden Erlegh, Oakbank, The Piggott, St Crispin's and Waingels College are all Academies. They are their own admissions authorities - please refer to the policy shown later in the guide.

Map reflects Oakbank's site.

Dotted line indicates Borough boundary

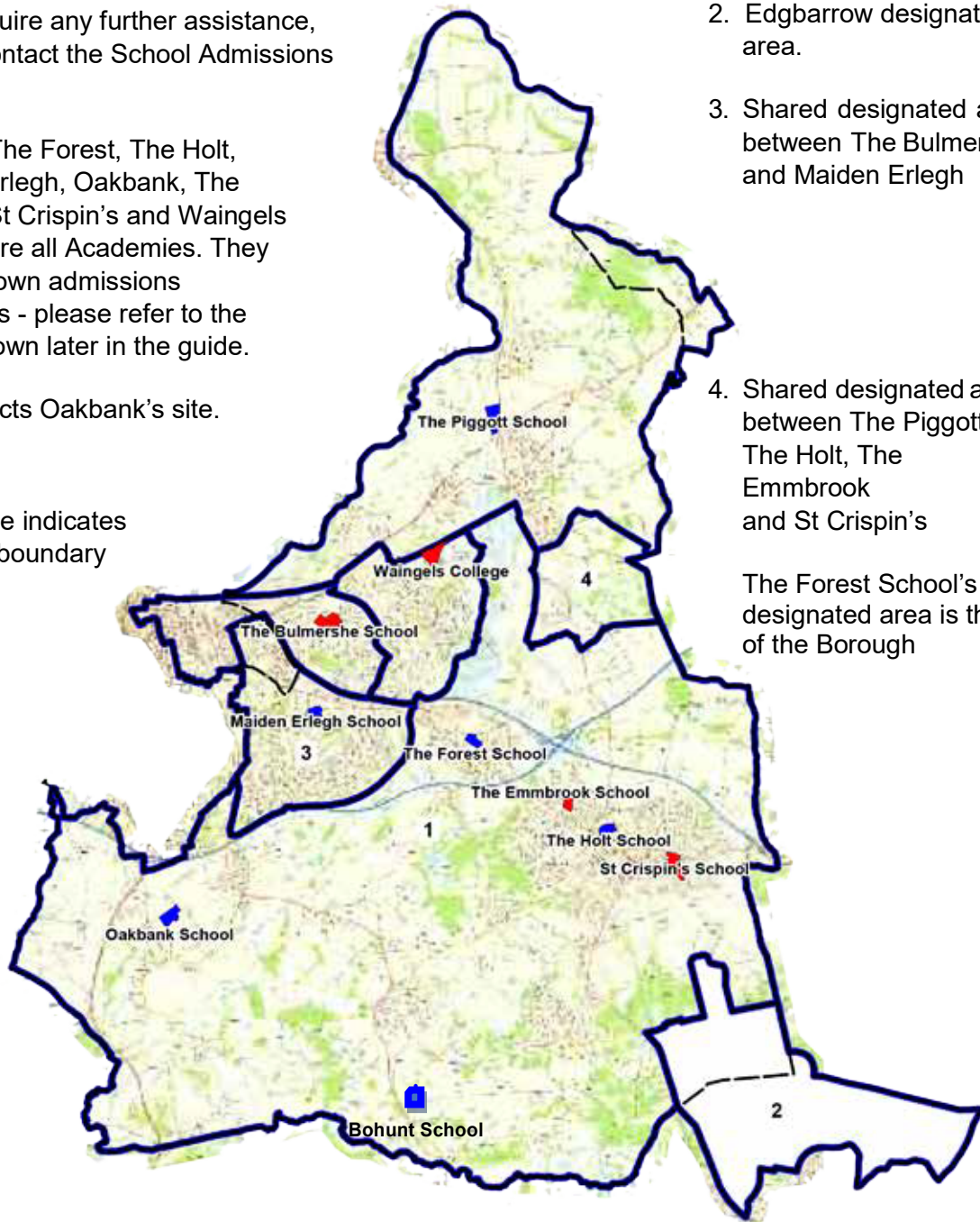
1. Shared designated area between The Holt, The Emmbrook, St. Crispin's and Bohunt

2. Edgbarrow designated area.

3. Shared designated area between The Bulmershe and Maiden Erlegh

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

The Forest School's designated area is the whole of the Borough



Secondary School designated areas – Bohunt Wokingham, The Holt, The Emmbrook and St. Crispin's

This map gives a guide to the shared designated area between The Holt, The Emmbrook, St. Crispin's and Bohunt Wokingham that is used in their over-subscription criteria. **The Forest School's designated area is the whole of Wokingham Borough**

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

The Forest, The Holt School, St Crispin's and Bohunt Wokingham are academies and are their own admissions authorities - please refer to the policy shown later in the guide.

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



Secondary School designated areas - The Bulmershe and Maiden Erlegh

This map gives a guide to the shared designated areas of Maiden Erlegh and the Bulmershe School that are used in their over-subscription criteria.

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

1. The Bulmershe designated area
2. Shared designated area between The Bulmershe and Maiden Erlegh

Maiden Erlegh is an academy and its own admissions authority - please refer to the policy shown later in the guide



Wokingham secondary designated areas - The Piggott

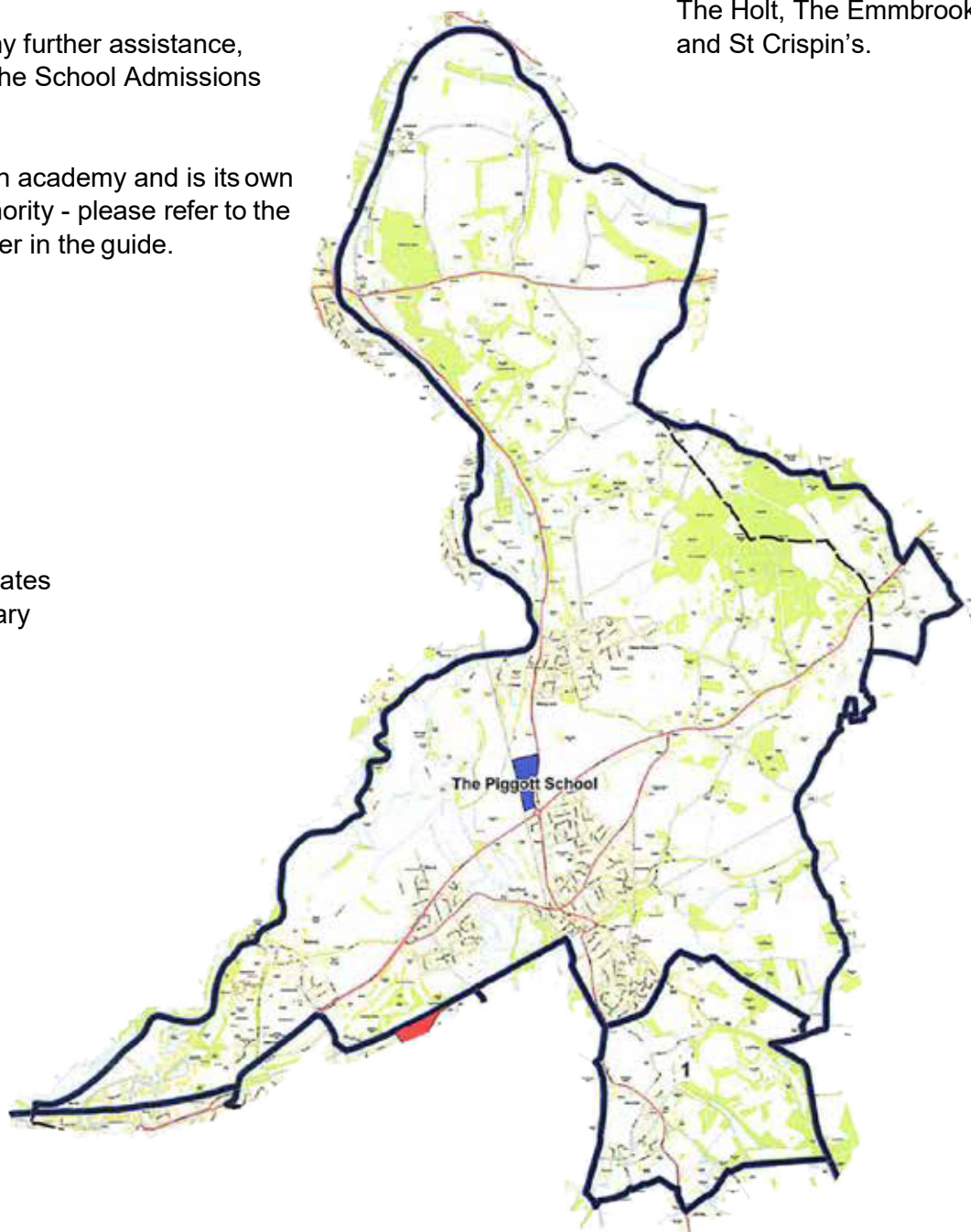
This map gives a guide to the designated area of The Piggott that is used in its over-subscription criteria.

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

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

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

Dotted line indicates
Borough boundary



Secondary School designated areas - Waingels College

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

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



Local Authority schools in the Wokingham Borough

The following pages list the secondary schools in the Wokingham Borough and you may indicate any of the schools listed on your application form. You can also use the online form to apply to any of the other LA, academy, voluntary aided, foundation or selective schools.

The Council is proud of the schools in the Wokingham Borough and the achievements of their pupils. We look forward to your child either continuing his or her education with us or welcoming him or her from elsewhere.

All Wokingham Borough Council schools are comprehensive schools, have school uniforms and the majority have sixth forms. The summaries of the schools also include some background information, including the number on roll, admission number and whether or not they are single-sex schools. Dates are given for open days and evenings when you can go and look around the schools before identifying your preferences.

Each school has its own individual character and this guide cannot capture that. It is essential, therefore, that you contact the schools that interest you for further information or visit their website. Additionally, we strongly recommend that you arrange to visit schools before completing the application form. This guide provides a snapshot of the secondary schools in your locality, the areas they serve and details of whom to contact for more information. It is important that you read this guide in order to understand how places at secondary schools are allocated.

Maps are held electronically of the designated area of each Wokingham Borough school. These electronic maps represent the definitive descriptions of secondary school designated areas for the purposes of admission arrangements and oversubscription criteria. Specific details of the designated area for a particular school are available from the School Admissions Team in Children's Services and can be viewed through the council's website at

<https://wokingham.maps.arcgis.com/apps/webappviewer/index.html?id=f0a2a47a320e4e098b0ad29291d002bb>

The allocation summaries identifies how places were initially allocated on March 1 (or next working day if applicable) to our schools in recent years. It should be noted that this information does change after allocation following movement on waiting lists and successful appeals; however the level of movement cannot be predicted year on year. It should also be noted that recent cohorts have been smaller resulting in more children gaining places at their preferred schools and it is anticipated that cohort sizes will increase as the rise in the primary school population moves through the system.

All preferences for Wokingham Borough secondary schools will be processed by the School Admissions Team. If you live in the Wokingham Borough and apply for schools outside our area, your application will be referred to the relevant admission authority or school to process in accordance with their own arrangements and criteria, but this Authority, as the home LA, remains responsible for allocating places on behalf of those authorities or schools.

Academy, voluntary aided and grammar schools will have their own admissions policies and criteria determined by their governing bodies. These are different from the arrangements for Wokingham Borough's maintained secondary schools and you should refer to the relevant home authority or school to view their policy.

If you are in any doubt, please check with the School Admissions Team in Children's Services.

Further information regarding information provided on the following pages

Number on Roll includes pupils attending the sixth form.

The admission number indicates the number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. The admission numbers on the following pages relates to the number for entry into Year 7 in September 2020.

Admission numbers for other year groups is available from the School Admissions Team.

The DfE number can be used when selecting a school when applying online. Please key in the figure provided in bold and exclude 872 which relates to the local authority code.

In the table regarding allocation of school places; places allocated against the column 'Unsuccessful applications – nearest school available' are for those children for whom no higher ranked preference could be offered, therefore the most accessible school with places was provisionally allocated. In the majority of cases this will be the designated area school if it was undersubscribed.

In the column number of preferences for the school received by the deadline; the numbers stated are the combined total of the first, second, third and fourth preferences.

In the appeal information given for each school; "settled" means that places were allocated from the waiting list prior to appeal. Waiting list places were allocated in accordance with the oversubscription criteria.

Travel information is current at July 2019 and is subject to change or cancellation by the operator. Some bus stops are up to approximately 10 minutes walk from the school. Contracted buses may run to individual schools. Please contact Corporate Transport Team on (0118) 974 6000 for further information, or visit <https://www.wokingham.gov.uk/schools-and-education/school-information-and-services/school-and-college-transport/>

Bohunt Wokingham

Headteacher: Mr Ben Godber
 Address: Remount Drive,
 Arborfield RG2 9GB
 Telephone: 0118 9076237
 Email: info@bohuntwokingham.com
 Website: www.bohuntwokingham.com
 Enquiries to: Headteacher
 DfE School No: 872 4001

Open Evening: Thursday 26 September 2019
 5.00-8.30 pm

Open Mornings: Friday 27 September – Friday
 11 October. Daily tours from 9.05am to
 10.30am. No booking required.

Breakfast Club: Yes
 After School Club: Yes
 School Hours: 8.40am – 3.30pm
 Uniform Policy: Yes (school website)
 Travel Plan: Yes
 Public Bus Service: Reading Buses 3
 School Policies: See school website

Key Information

Number on Roll:
 (May 2019) 666
 Type of School: Academy – 11-18 co-educational comprehensive
 Admission No: 240
 Specialism: STEM (science, technology engineering and maths)

The school moved into the brand new buildings in June 2017.

Bohunt School											
*Appeals lodged – Settled or withdrawn – Allowed – 13 Refused – Allocation of places at	Children with Education, Health and Care Plans and Looked-after Children	Medical criterion	Children of staff at the school	Designated Area with Siblings	Children Outside Designated Area at Linked School	Designated Area	Children Outside of Designated Area	Unsuccessful applications – nearest available school	Admission Number	Number Allocated	Number of preferences for the school received by the deadline
1 March 2019*	5	5	0	86	0	144†	0	0	240	240	833
1 March 2018	7	3	0	45	N/A	185††	0	0	240	240	771
1 March 2017	2	0	0	4	195	2	0	0	240	240	527
1 March 2016	1	0	N/A	0	101	0	0	0	180	113	276

†136 children living in designated area could not be allocated. Last child allocated lived a radial distance of 1.985 miles in 2019.

††88 children living in designated area could not be allocated. Last child allocated lived a radial distance of 2.855 miles in 2018.

Guide to Allocation Summary – see notes on page 56 and 57

The Bulmershe School

Headteacher: Mrs Amanda Woodfin
 Address: Woodlands Avenue, Woodley
 Reading RG5 3EU
 Telephone: (0118) 935 3353
 Email: receptin@bulmershe.wokingham.sch.uk
 Website: www.thebulmersheschool.com
 Enquiries: Mrs Vanessa Little
 DfE School No: 872 4051

Open Evening: Thursday 19 September 2019
 6.00 – 7.30 pm

Open mornings: Monday 23 September,
 Wednesday 25 September, Friday 27
 September, Monday 30 September, Wednesday
 2 October and Friday 4 October 2019 9.00am -
 11.00am. Please contact the school to book for
 open mornings.

Breakfast Club:	No,
After School Club:	No
School Hours:	8.25am – 3.00pm
Uniform Policy:	Yes (school website)
Travel Plan:	Yes (school website)
Public Bus Service:	Reading Buses 13, 14
School Bus:	Reading Buses 981 and 983
School Policies:	See school website

Key Information

Number on Roll
 (May 2019): 1158
 Admission Number: 240
 Type of School: Community 11-18
 Co-Educational Comprehensive

The school welcomes both parents and students for a tour of the classrooms and facilities. There will also be an opportunity to meet the headteacher, senior colleagues, teachers and students. Tours are also offered during the academic year.

Travel incentive adopted by school: the School encourages students to cycle to school and provides lockable, covered bike sheds.

The Bulmershe School	Oversubscription Criteria										
*Appeals lodged – 17	Children with Education, Health and Care Plans and Looked-after Children	Medical criterion	Designated Area with Siblings	Designated Area	Siblings Outside Designated Area	Coeducational/Single Sex	Any other reasons	Unsuccessful applications – nearest available school	Admission Number	Number Allocated	Number of preferences for the school received by the deadline
Settled or Withdrawn – 4											
Allowed – 0											
Refused - 13											
1 March 2019*	12	4	36	124	30	N/A	34	0	240	240	680
1 March 2018	9	1	43	103	35	N/A	49	0	240	240	608
1 March 2017	8	0	31	74	22	N/A	105	0	240	240	527
1 March 2016	4	0	38	74	17	N/A	69	14	240	216	541
2 March 2015	8	0	23	51	11	N/A	34	22	240	149	411

Guide to Allocation Summary – see notes on page 56 and 57

The Emmbrook School

Acting
Headteacher: Mr Nick McSweeney

Address: Emmbrook Road
Wokingham RG41 1JP

Telephone: (0118) 978 4406

Email: enquiries@emmbrook.wokingham.sch.uk

Website: www.emmbrook.wokingham.sch.uk

Enquiries: Headteacher

DfE School No: 872 4049

Open Evening: Thursday 17 October 2019
6.00 – 8.30 pm

Daily Tours available. Please book a tour via the school website.

Breakfast Club:	No
After School Club:	No
School Hours:	8.25am – 2.55pm
Uniform Policy:	Yes (school website)
Travel Plan:	Yes
Public Bus Service:	Courtney 151A, 129
(some	services); Reading
	Buses: 4 / 4X
School Bus:	Horseman Coaches
	202, 244
School Policies:	See school website

Key Information

Number on Roll
(May 2019): 866

Admission Number: 210

Type of School: Community 11-18
Co-Educational Comprehensive School

The Emmbrook School	Oversubscription Criteria										
*Appeals lodged – 0	Children with Education, Health and Care Plans and Looked-after Children	Medical criterion	Designated Area with Siblings	Designated Area	Siblings Outside Designated Area	Coeducational/Single Sex	Any other reasons	Unsuccessful applications – nearest available school	Admission Number	Number Allocated	Number of preferences for the school received by the deadline
Allocation of places at											
1 March 2019*	3	0	33	91	5	N/A	14	55	210	201	478
1 March 2018	0	0	35	79	9	N/A	18	24	210	165	525
1 March 2017	4	0	39	80	9	N/A	20	21	210	152	538
1 March 2016	1	0	40	65	10	N/A	18	3	210	137	628
2 March 2015	2	0	58	109	17	N/A	24	0	210	210	718

Guide to Allocation Summary – see notes on page 56 and 57

The Forest School

Headteacher: Ms Shirley Austin
 Address: Robin Hood Lane, Winnersh
 Wokingham RG41 5NE
 Telephone: (0118) 978 1626
 Email: office@forest.wokingham.sch.uk
 Website: www.forest.wokingham.sch.uk
 Enquiries: Ms Shirley Austin
 DfE School No: 872 4050

Open Evening: Wednesday 2 October 2019
 6.00 – 8.30 pm Presentation from Headteacher
 at 6.00pm and 7.00pm

Open mornings: 9.15 am until 10.50 am on
 Tuesday 1 October, Monday 7 October, Tuesday
 8 October, Wednesday 9 October, Thursday 10
 October and Friday 11 October 2019.
 Booking required for all events via school
 website.

Key Information

Number on Roll
 (May 2019): 668
 Admission Number: 210 (year 7) - 220 (year 10 and 11)
 Type of School: Academy 11-18
 Single-Sex Boys' Comprehensive

Breakfast Club: No but canteen open
 from 8.00am
 After School Club: Yes through various
 clubs. Onsite library
 open from 3.10 pm
 School Hours: 8.45am – 3.10pm
 Uniform Policy: Yes (school website)
 Travel Plan: Yes (school website)
 Public Bus Service: Courtney 129
 Reading Buses 4 / 4X
 School Bus: Horseman Coaches
 202, 244
 SW Train: Within 5 mins walk
 (Winnersh)
 School Policies: See school website

The Forest School	Oversubscription Criteria										
*Appeals lodged – 0	Children with Education, Health and Care Plans and Looked-after Children	Medical criterion	Designated Area with Siblings	Designated Area	Siblings Outside Designated Area	Coeducational/Single Sex	Any other reasons	Unsuccessful applications – nearest available school	Admission Number	Number Allocated	Number of preferences for the school received by the deadline
Allocation of places at											
1 March 2019*								44	210	148	284
1 March 2018								12	210	210	279
1 March 2017	1	0	20	62	8	17	8	9	210	116	351
1 March 2016	2	0	25	70	20	53	12	2	210	184	503
2 March 2015	6	0	27	109	21	33	4	0	200	200	534

Guide to Allocation Summary – see notes on page 56 and 57

The Holt School

Headteacher: Mrs Anne Kennedy and Mrs Katie Pearce
 Address: Holt Lane
 Wokingham
 RG41 1EE
 Telephone: (0118) 978 0165
 Email: holt.school@holt.wokingham.sch.uk
 Website: www.holt.school.co.uk
 Enquiries: Mrs Anne Kennedy and
 Mrs Katie Pearce
 DfE School No: 872 4047

Open Evening: Thursday 3 October 2019 6.00–8.00pm. Co-Headteachers talks at 6.00pm and 7.00pm

Parent tours: 9.30 – 11.00 am on Thursday 12 September, Thursday 19 September, Tuesday 24 September and Monday 30 September 2019 (please book via the school website)

Breakfast Club:	No
After School Club:	No
School Hours:	8.40am – 3.30pm
Uniform Policy:	Yes (school website)
Travel Plan:	No
Public Bus Service:	Courtney 129, 151A Reading Buses 4 / X4
School Bus:	Horseman Coaches 202, 244
SW Train:	Within 10 mins walk (Wokingham)
School Policies:	See school website

Key Information

Number on Roll
 (May 2019): 1,251

Admission Number: 240

Type of School: Academy 11-18
 Single-Sex Girls' Comprehensive

Students are encouraged to walk to school or take public transport.

The Holt School	Oversubscription Criteria											
*Appeals lodged – 9 Settled or withdrawn – 4 Allowed – 0 Refused – 5 Allocation of places at	Children with Education, Health and Care Plans and Looked-after Children	Medical criterion	Children of staff at the school	Designated Area with Siblings	Designated Area	Siblings Outside Designated Area	Coeducational/Single Sex	Any other reasons	Unsuccessful applications – nearest available school	Admission Number	Number Allocated	Number of preferences for the school received by the deadline
1 March 2019*							23	0	0	240	240	558
1 March 2018	2	0	1				13	0	0	240	240	557
1 March 2017	3	0	0	39	168 ^{††}	0	0	0	0	210	210	602
1 March 2016	1	0	1	38	154	2	14	0	0	210	210	541
2 March 2015	1	0	N/A	49	160 [†]	0	0	0	0	210	210	568

^{††}18 children living in designated area could not be allocated. Last child allocated lived combined radial distance of 6.780 miles in 2017.

[†]29 children living in designated area could not be allocated. Last child allocated lived combined radial distance of 6.717 miles in 2015.

Guide to Allocation Summary – see notes on page 56 and 57

Maiden Erlegh School

Headteacher: Mr Paul Gibson
 Address: Silverdale Road, Earley
 Reading RG6 7HS
 Telephone: (0118) 926 2467
 Email: office@maidenerleghschool.co.uk
 Website: www.maidenerleghschool.co.uk
 Enquiries: Miss Annabelle Kelly, Office Manager
 DfE School No: 872 4053

Key Information

Number on Roll
 (May 2019): 1,824
 Admission Number: 278
 Type of School: Academy 11-18
 Co-Educational Comprehensive

Open Mornings: Monday 16 September, Tuesday 17 September, Wednesday 18 September, Friday 20 September, Monday 23 September, Tuesday 24 September, Wednesday 25 September and Friday 27 September 2019. There will be a tour at 9.30am to 10.30am each day with an opportunity to meet senior leaders and the Headteacher. Please contact school reception to book your place.

Breakfast Club: No
 After School Club: No
 School Hours: 8.40–2.55pm (Mon to Thurs)
 8.40 – 2.20pm (Friday)
 Uniform Policy: Yes (school website)
 Travel Plan: No
 Public Bus Service: Reading Buses
 19, 4/4X
 SW Train: Within 10 mins walk
 (Earley)
 School Policies: See school website

When expressing a preference for this school, please clearly state your preference for Maiden Erlegh School (Earley).

Maiden Erlegh School	Oversubscription Criteria											
*Appeals lodged – 39 Settled or withdrawn – 13 Allowed – 3 Refused – 22 Allocation of places at	Children with Education, Health and Care Plans and Looked-after Children	Medical criterion	Children of staff at the school	Designated Area with Siblings	Designated Area	Siblings Outside Designated Area	Coeducational/Single Sex	Any other reasons	Unsuccessful applications – nearest available school	Admission Number	Number Allocated	Number of preferences for the school received by the deadline
1 March 2019*		N/A			154 ⁺⁺⁺⁺	0	N/A	0	0	278	278	890
1 March 2018*		N/A			157 ⁺⁺⁺⁺	0	N/A	0	0	278	278	764
1 March 2017	14	N/A	3	83	178 ⁺⁺⁺	0	N/A	0	0	278	278	802
1 March 2016	9	N/A	3	101	165 ⁺⁺	0	N/A	0	0	278	278	810
2 March 2015	8	N/A	N/A	120	150 [†]	0	N/A	0	0	278	278	837

⁺⁺⁺⁺50 children living in designated area could not be allocated. Last child allocated lived 0.915 miles from school based on radial distance in 2019.

⁺⁺⁺21 children living in designated area could not be allocated. Last child allocated lived 1.029 miles from school based on radial distance in 2018.

⁺⁺38 children living in designated area could not be allocated. Last child allocated lived 1.010 miles from school based on radial distance in 2017.

[†]27 children living in designated area could not be allocated. Last child allocated lived 1.008 miles from school based on radial distance in 2016.

[†]61 children living in designated area could not be allocated. Last child allocated lived 0.927 miles from school based on radial distance in 2015.

Guide to Allocation Summary – see notes on page 56 and 57

Oakbank School

Headteacher: Mr Robin Bertrand
 Address: Hyde End lane, Spencers Wood
 Reading RG7 1ER
 Telephone: (0118) 988 3616
 Email: enquiries@oakbank.education
 Website: www.oakbank.education
 Enquiries: Headteacher
 DfE School No: 872 4000

Open Evening: Tuesday 17 September 2019

Open Morning Tours: Tuesday 24, Wednesday 25 and Thursday 26 September 2019
 Bookings via enquiries@oakbank.education.

Breakfast Club:	No
After School Club:	Yes
School Hours:	8.30am – 3.00pm
Uniform Policy:	Yes (school website)
Travel Plan:	Yes
Public Bus Service:	Reading Buses 3
School Policies:	See school website

Key Information

Number on Roll
 (May 2019): 510
 Admission Number: 112
 Type of School: Academy (Free School)
 Co-Educational Comprehensive 11-16

Oakbank School	Oversubscription Criteria											
*Appeals lodged – 15 Settled or withdrawn – 3 Allowed – 6 Refused – 6	Children with Education, Health and Care Plans and Looked-after Children	Designated Area with Siblings	Designated Area	Siblings	Denominational	Medical etc	Coeducational/Single Sex	Any other reasons	Unsuccessful applications – nearest available school	Admission Number	Number Allocated	Number of preferences for the school received by the deadline
1 March 2019*	Places allocated in accordance with school's policy								0	112	112	263
1 March 2018	Places allocated in accordance with school's policy								0	112	112	252
1 March 2017	Places allocated in accordance with school's policy								0	112	112	227
1 March 2016	Places allocated in accordance with school's policy								3	112	92	182
2 March 2015	Places allocated in accordance with school's policy								16	112	77	144

Guide to Allocation Summary – see notes on page 56 and 57

The Piggott School

Headteacher: Mr Derren Gray
 Address: Twyford Road, Wargrave
 Reading RG10 8DS
 Telephone: (0118) 940 2357
 Email: office@piggottschool.org
 Website: www.piggottschool.org
 Enquiries: Mrs C Preston
 DfE School No: 872 4505

Key Information

Number on Roll
 (May 2019): 1,321
 Admission Number: 203
 Type of School: Church of England Academy Co-
 Educational Comprehensive 11-18

Open Evening: Thursday 26 September 2019
 6.00-8.00pm. Headteacher talks at 6.15pm,
 6.45pm and 7.15pm

Open Day: Wednesday 2 October and Thursday
 3 October 2019 at either 9.15am or 9.30am.
 Please book a place on a tour with reception

Breakfast Club:	No, but breakfast is available
After School Club:	No
School Hours:	8.50am – 3.00pm
Uniform Policy:	Yes (school website)
Travel Plan:	Yes
Public Bus Service:	Arriva The Shires 850; Courtney 129 (am only)
School Policies:	See school website

The Piggott School	Oversubscription Criteria												
*Appeals lodged – 27 Settled or withdrawn – 9 Allowed - 0 Refused - 18 Allocation of places at	Children with Education, Health and Care Plan and Looked-after Children	Designated Area with Siblings	Designated Area	Siblings	Denominational	Medical etc	Linked Primary	Coeducational/Single Sex	Any other reasons	Unsuccessful applications – nearest available school	Admission Number	Number Allocated	Number of preferences for the school received by the deadline
1 March 2019*	Places allocated in accordance with school's policy									0	203	203	528
1 March 2018	Places allocated in accordance with school's policy									0	203	203	503
1 March 2017	Places allocated in accordance with school's policy									0	203	203	468
1 March 2016	Places allocated in accordance with school's policy									0	203	203	483
2 March 2015	Places allocated in accordance with school's policy									0	203	203	456

Guide to Allocation Summary – see notes on page 56 and 57

St Crispin's School

Headteacher: Ms Ginny Rhodes
 Address: London Road
 Wokingham
 RG40 1SS
 Telephone: (0118) 978 1144
 Email: contact@crispins.co.uk
 Website: www.crispins.co.uk
 Enquiries: Mr Railton Blyth, Deputy Headteacher
 DfE School No: 872 4048

Open Evening: Monday 23 September 2019
 7.00-9.00pm.

Open mornings: 9.00– 11.00 on Wednesday 25 September, Monday 30 September, Thursday 3 October, Monday 7 October, Wednesday 9 October and Tuesday 15 October 2019. Please contact school to book for open mornings.

Breakfast Club:	Yes
After School Club:	Yes
School Hours:	8.30am – 3.00pm
Uniform Policy:	Yes (school website)
Travel Plan:	Yes
Public Bus Service:	Courtney 151A Reading Buses 4 / 4X
School Bus Service:	White Bus Service 39
School Policies:	See school website

Key Information

Number on Roll
 (May 2019): 1,179
 Admission Number: 200
 Type of School: Academy 11-18
 Co-Educational Comprehensive

St Crispin's School	Oversubscription Criteria										
*Appeals lodged – 12 Settled or withdrawn – 3 Allowed – 3 Refused – 6 Allocation of places at	Children with Education, Health and Care Plan and Looked-after Children	Medical criterion	Designated Area with Siblings	Designated Area	Siblings Outside Designated Area	Coeducational/Single Sex	Any other reasons	Unsuccessful applications – nearest available school	Admission Number	Number Allocated	Number of preferences for the school received by the deadline
1 March 2019*	Places allocated in accordance with school's policy							0	200	200	697
1 March 2018	7	1	78	103 ^{†††}	0	N/A	0	0	189	189	702
1 March 2017	2	1	43	143 ^{†††}	0	N/A	0	0	189	189	700
1 March 2016	12	1	79	97 ^{††}	0	N/A	0	0	189	189	774
2 March 2015	15	0	73	101 [†]	0	N/A	0	0	189	189	893

^{†††}39 children living in designated area could not be allocated. Last child allocated lived 1.711 miles from school based on radial distance.

^{†††}14 children living in designated area could not be allocated. Last child allocated lived 2.282 miles from school based on radial distance

^{††}37 children living in designated area could not be allocated. Last child allocated lived 1.228 miles from school based on radial distance

[†]72 children living in designated area could not be allocated. Last child allocated lived 1.164 miles from school based on radial distance.

Guide to Allocation Summary – see notes on page 56 and 57

Waingels College

Headteacher: Mr Tom Bartlett
 Address: Waingels Road
 Woodley, Reading RG5 4RF
 Telephone: (0118) 969 0336
 Email: admissions@waingels.wokingham.sch.uk
 Website: www.waingels.wokingham.sch.uk
 Enquiries: Admissions Team
 DfE School No: 872 4060

Open Evening: Thursday 3 October 2019

5.30pm – 8.30pm

Open Mornings: Monday 7 October and
 Tuesday 8 October 2019 9.00am – 11am and
 13 January 2020

Books via
schooloffice@waingels.wokingham.sch.uk

Breakfast Club:	Yes
After School Club:	Yes
School Hours:	8.40am – 3.00pm
Uniform Policy:	Yes (school website)
Travel Plan:	Yes (school website)
Public Bus Service:	Reading Buses 13
School Policies:	See school website

Key Information

Number on Roll
 (May 2019): 1,301
 Admission Number: 240
 Type of School: Academy 11-18
 Co-Educational Comprehensive School

Waingels College	Oversubscription Criteria										
*Appeals lodged – 3 Settled or Withdrawn - 3	Children with Statements of Special Education Need and Looked-after Children	Medical criterion	Designated Area with Siblings	Designated Area	Siblings Outside Designated Area	Coeducational/Single Sex	Any other reasons	Unsuccessful applications – nearest available school	Admission Number	Number Allocated	Number of preferences for the school received by the deadline
1 March 2019*							42	0	240	240	475
1 March 2018								21	240	226	433
1 March 2017	8	1	52	96	19	N/A	38	21	240	214	392
1 March 2016	5	1	58	87	20	N/A	29	5	240	205	452
2 March 2015	5	0	81	99	26	N/A	29	0	240	240	483

Guide to Allocation Summary – see notes on page 56 and 57

Local Authority schools outside the Wokingham Borough

There are a number of schools outside this LA's area that have traditionally served pupils living in the Wokingham Borough. These are listed on the following pages.

If you require details of LA schools in Berkshire outside the Wokingham Borough, please contact the relevant admissions staff on the following numbers:

- | | |
|---|-----------------------|
| • Bracknell Forest Borough Council | (01344) 354023/354144 |
| • Reading Borough Council | (0118) 937 3777 |
| • Slough Borough Council | (01753) 875728 |
| • West Berkshire Council | (01635) 42400 |
| • Royal Borough of Windsor and Maidenhead | (01628) 683870 |
| • Hampshire County Council | 0300 555 1377 |
| • Oxfordshire County Council | (01865) 815175 |

It is recommended that you read the relevant admission policy for any preferred school outside the Wokingham Borough, as their admission arrangements may differ from that detailed in this guide.

Information on how places were allocated previously will be available in the guides produced by other LAs.

Selective and independent schools

Selective schools

There are two selective schools in the Reading area: Kendrick School and Reading School as well as a number in Buckinghamshire and Slough.

Applications for places at these schools are included in the co-ordinated scheme and any application for a place at these schools must be identified on the LA application form. It is recommended that you read the admission policies of the schools as these will be different to the Council's.

Any preferences for grammar school places will be identified to the respective schools. The schools may contact parents directly if they require additional information.

As with comprehensive schools, the places are subject to availability and places cannot be guaranteed for all 11+ candidates who are considered suitable for a grammar school education. Please consider carefully how you rank your preferences when you include a grammar school amongst them. **Identifying a grammar school as a first preference will not jeopardize your application for other schools, but if you rank the grammar school as a lower preference and we are able to offer you more than one school we will offer the school ranked highest, even if your child is successful in the selection test.**

In addition to Reading and Kendrick schools, 42 places are available at Reading Girls' School each year for pupils who are selected as being able to benefit from a grammar school type education. In applying for Reading Girls' School it will need to be made clear on the preference form whether or not a place is being sought in their selective stream.

You will need to apply separately to the relevant school to apply to take the entrance test in addition to listing the school as a preference on the application form.

Independent schools

If you require information on independent schools in Berkshire you should contact the Independent Schools Council (London and the South East) at: www.isc.co.uk.

For admission to independent schools, please contact the individual school direct.

Bracknell Forest Borough Council

Open Evenings:
Thursday 3 October 2019 and Thursday 17
October 6.00 - 8.15pm – no booking required.

Edgbarrow School

Headteacher: Mr S Matthews
Address: Grant Road
Crowthorne RG45 7HZ
Telephone: (01344) 772 658
Email: secretary@edgbarrowschool.co.uk
Website: www.edgbarrowschool.co.uk

Key Information

Admission Number: 210
Type of School: Academy 11-18
Co-Educational Comprehensive

You are strongly advised to obtain a copy of the Bracknell Forest Parents Guide to see their admissions policy and criteria, which differ from Wokingham Borough. This will also include information on how places were allocated previously.

Bracknell Forest Borough Council

Ranelagh School

Acting
Headteacher: Mrs Beverley Stevens
Address: Ranelagh Drive, Bracknell
Berkshire RG12 9DA
Telephone: (01344) 421 233
Email: study@ranelagh.bracknell-forest.sch.uk
Website: www.ranelagh.bracknell-forest.sch.uk

Open Evenings:
Thursday 19 September and Monday 23
September 2019 6.30 – 8.00pm
Tours of the school: Thursday 19 September and
Monday 23 September 2019. Arrival 1.45pm for
2.00pm tour.

Key Information

Admission Number: 165
Type of School: Church of England Academy
Co-Educational 11-18

The school governors will consider applications for Ranelagh School, Bracknell. Applicants to the school should complete both the Application Form supplied by their home LA, and also the Ranelagh School Supplementary Information Form available from the school.

The onus is on applicants to request and submit the Ranelagh Supplementary Application Form.

Reading Borough Council

Reading School

Headteacher: Mr A Robson
Address: Erleigh Road, Reading RG1 5LW
Telephone: (0118) 901 5600
Email: secretary@reading-school.co.uk
Website: www.reading-school.co.uk

Key Information

Admission Number: 150 (138 day and 12 boarders – year 7)

Type of School: Selective boys' Academy (day and boarding) school
Single-Sex Boys' 11-18

School visits are arranged in the summer term together with registration for taking the test - please see school website for further information about admission to the school.

Admission for entry into Year 7 in September, 2020 is by means of an entrance examination. For further information see the school's website. The entrance test will take place on Saturday 14 September 2019.

The school will post results of tests to parents in mid-October 2019. If your son is assessed as suitable for admission to the school, parents may wish to express the school as a preference on their form. However being assessed as suitable for the school does not guarantee that your son will be offered a place at the school as it is highly likely that there will be more boys who qualify for places than the school can accommodate. In this case the school will apply its oversubscription criteria.

All parents wishing their son to take the entrance examination must complete a Reading School test registration available from the school website. A preference for the school must be made on the local authority application form by 31 October 2019. The LA will offer places on behalf of Reading School on 1 March 2020.

The Admission Policy is available from the school or from Reading Borough Council's website.

Reading Borough Council

Kendrick School

Headteacher: Ms C Kattirtzi
Address: 41 London Road, Reading RG1 5BN
Telephone: (0118) 901 5859
Email: admin@kendrick.reading.sch.uk
Website: www.kendrick.reading.sch.uk

Key Information

Admission Number: 128
Type of School: 11-18 selective girls' Academy

School visits are arranged in the summer term together with registration for taking the test - please see school website for further information about admission to the school.

Admission for entry into Year 7 in September, 2020 is by means of an entrance examination. For further information please see the school's website.

The entrance tests will take place on Saturday 14 September 2019.

All parents wishing their daughter to take the entrance examination must complete a Kendrick school test registration form available from the school website. A preference for the school must be made on the local authority application form by 31 October 2019. The home LA will offer places on behalf of Kendrick School on 1 March 2020.

Results of the test will be sent by the school in advance of deadline for receipt of applications 31 October 2019.

The Admission Policy is available from the school or from Reading Borough Council's website.

Reading Borough Council

Reading Girls' School

Headteacher: Mr Jon Gargan
Address: Northumberland Avenue
Reading RG2 7PY
Telephone: (0118) 986 1336
Email: info@readinggirlsschool.net
Website: www.readinggirlsschool.co.uk

Open event: Thursday 26 September 2019

Open Mornings: Mr Price (Senior Assistant Headteacher) will meet prospective parents each Thursday at 11.30am. Please email the school office for an appointment.

Key Information

Admission Number: 170 of which 42 places are selected by ability
Type of School: Academy (Baylis Court Multi Academy Trust)
Single sex girls' 11-18

Reading Girls' school is open to girls of all abilities. Parents may request that their daughter(s) be considered for a place in the Selective Stream. Applications to sit the test can be obtained from the school and completed and returned to the school. Details are available on the schools website.

The Admission Policy is available from the school or from Reading Borough Council's website.

Reading Borough Council

Maiden Erlegh School in Reading

Open Evening: Wednesday 25 September 2019
6.00pm – 8.00pm
Open mornings: Thursday 12, 19 September and
3 October 2019
Please contact the school for an appointment.

Headteacher: Mr Andy Johnson
Address: 81 Crescent Road, Reading, RG1 5SL
Telephone: 0118 9668065
Maiden Erlegh School
Silverdale Road
Earley, Reading
RG6 7HS
(0118) 926 2467
Email: MERoffice@maidenersleghschool.co.uk
Website: www.maidenerleghschool.reading.co.uk

Key Information

Admission Number: 180
Type of School: Academy 11-16, with priority access to Maiden Erlegh sixth form through the external application route (Part of Maiden Erlegh Multi Academy Trust)
Co-educational, Comprehensive

When expressing a preference for this school; please clearly state your preference for Maiden Erlegh School in Reading.

Hampshire County Council

Yateley School

Open Evening: Tuesday 1 October 2019
6.30pm onwards

Headteacher: Mr German
Address: School Lane, Yateley GU46 6NW
Telephone: (01252) 879 222
Email: admin@yateley.hants.sch.uk
Website: www.yateleyschool.net

Key Information

Admission Number: 240
Type of School: Community 11-18 Co-Educational

You are strongly advised to obtain a copy of the Hampshire Parents' Guide to see their admissions policy and criteria, which differ from the Wokingham Borough arrangements. This will also include information on how places were allocated previously.

ADMISSION POLICIES

• The Bohunt School	page 74
• The Forest School	page 80
• The Holt School	page 89
• Maiden Erlegh School	page 97
• Oakbank School	page 104
• The Piggott Church of England School	page 107
• St Crispin's School	page 117
• Waingels College	page 127

BOHUNT EDUCATION TRUST ADMISSION POLICY FOR 2020/21

Each Bohunt Education Trust (BET) school has a published admission number. In the case of Bohunt School Wokingham this is 240 pupils for year 7 in 2020/21.

The school operates its admission arrangements as part of the coordinated admission scheme operated by Wokingham Borough Council. All applications must be made using the Common Application Form (CAF) supplied by the Local Authority (LA) in whose area the pupil lives. The governors will consider first all those applications received by the published deadline of midnight on Thursday 31 October 2019.

Notifications to parents offering a secondary school place will be sent by the local authority on their published offer date in March 2020.

Applications made after midnight on 31 October 2019 will be considered after all on-time applications have been fully processed unless exceptional circumstances merit consideration alongside on-time applications. Children with statements of special educational needs or an Education, Health and Care Plan that names the school in the statement or plan are required to be admitted to the school that is named.

The following oversubscription criteria in order of priority will be applied when there are more applicants than places available. All preferences will be treated on an equal basis.

Admission

First priority: Looked after Children and previously looked after children

'Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order'.

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order.

This includes children who were adopted under the Adoption Act and children who were adopted under the Adoption and Children Act 2002.

It also includes children who have been provided with child arrangements orders (previously known as residence orders) under the provisions of section 14 of the Children and Families Act 2014 which amends section 8 of the Children Act 1989 and the children with special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.

Applications for a place for a child who is looked after must be made by the person with parental responsibility for the child (e.g. social worker, acting on the behalf of the local authority for a looked after child) and will need to be supported by:

- Confirmation by the home local authority that the child is looked after or
- Confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

Second priority: Exceptional medical or social needs

Children who have exceptional medical or psychological conditions that make it essential that they attend Bohunt School Wokingham rather than any other school. Appropriate medical or psychological evidence must be produced in support (see Definitions note 1).

Third priority: Children of staff

Children of BET staff at the school where the member of staff is the legal parent / guardian of that child and:

- Children of staff* who have, (i) been employed at the school for two or more years at the time at which the application for admission to the school is made, or (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage

*The term 'Staff' includes support and teaching staff on a permanent contract.

Fourth priority: Siblings

Children who at the time of application have a sibling on roll at Bohunt School Wokingham and who will still be on roll at the time of the sibling's admission.

By sibling we mean:

- Children living at the same address who have one or both natural parents in common
- Children living at the same address who are related by a parent's marriage
- Children living at the same address whose parents are living as partners at this address
- Foster children or adopted children living at the same address
- We do not include 'cousins' within our definition of sibling

Fifth priority: Children living within catchment and attending a linked school

Children whose permanent home address is inside the school's designated area and attend a linked school.

Sixth priority: Children living in catchment

Children who live closest to the school, measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. Parents should note that if they apply for free transport, different criteria may apply and the distance from home to school might be measured using a different route.

Seventh priority: Children living outside the catchment area

Places are awarded in the following order of priority:

- I. Children living outside the designated catchment area who attend a linked school as mentioned above
- II. Children who live closest to the school measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point.

All applications please note

Governors reserve the right to withdraw the offer of a place if an application has been made which is fraudulent or intentionally misleading and which has effectively denied a place to another child.

Tie breaker

Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. Nearest the school as measured by a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point.

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

Definitions and Clarifications

Twin, Triplets and Children from multiple births

Twins, Triplets and Children from multiple births, where children are ranked consecutively in their order of priority for a place and there are not sufficient vacancies remaining for each of them, wherever it is logistically possible, each child will be offered a place. Where it is not logistically possible to offer each child a place the child(ren) to be offered the last remaining place (s) will be determined by the drawing of lots. The remaining sibling(s) will be placed at the top of the waiting list, after any looked after or previously looked after child.

Home address

Applicants will be asked to declare that the address used will be their place of residence beyond the date of the student starting school. The school reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if a false address is given or the child does not live at the address. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

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

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 the school, or normally withdraw the offer of a place.

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. split residence/child arrangements order or legal separation documentation. The applicant 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, an admission panel will assess and make a judgment about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangements has been in place
- where the child is registered with the GP
- any other evidence the parents may supply to verify the position

The information provided will be considered by an admission panel. 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.

Applicants from abroad

An application for the school 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 application unless evidence is provided that the family is returning to a property that they own in the UK by 15 January 2020. Third party written evidence confirming the details and timing of the relocation will be required.

Admission outside the normal age group

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

Each case will be considered on its own merits and circumstances and will only be agreed where it is considered to be in the best interests of the child; the circumstances of each case will be considered individually. The Headteacher will make the decision and will consider any evidence the parent(s) submit supporting their case and any relevant professionals asked for their opinion on the case.

Applications after the normal admissions rounds (In-Year applications Years 7- 11)

Applications for entry to Year 7 after the end of the routine admissions round (ending on 31st August) and applications for entry into Year 8 to Year 11 (if available) at any time will be processed as in-year applications and applications must be submitted directly to Bohunt School Wokingham as the school is its own admission authority.

If there are students on a waiting list for the year into which the applicant is seeking admission, then the student will be placed on that waiting list in the position determined by applying the oversubscription criteria. Students will be admitted from the waiting list in order if space becomes available. If there is no student on the waiting list for the year into which the applicant is seeking admission, then the governors will admit the student if there is space or place him/her on the waiting list if there is no space. If at the time of this determination the school has applications from more than one student for admission to the same year group, all the applications will be ordered according to the admission criteria and will be considered in that order.

Please contact Bohunt School Wokingham admissions on either telephone 01189076237 or email: info@bohuntwokingham.com.

Waiting lists – Admissions into Year 7

In the case of oversubscription, waiting lists are created using the criteria as stated above. This waiting list is maintained until the end of Autumn Term of entry e.g. 21st December. From the start of the Spring Term a new waiting list will be created and kept.

Parents wishing to remain on the waiting list for the Spring Term must contact the school by the end of the Autumn term, stating their wish to remain on the waiting list and providing their child's name, date of birth and the name of the child's current school. The children on this Spring waiting list will be ranked according to our admission criteria, without regard to date the application was received or when the child's name was added to the waiting list.

Waiting lists – Admission into Year 8 and upwards

Waiting lists for 'In –Year' applications will be maintained by Bohunt School Wokingham in accordance with our admission policy. No account is taken for the length of time spent on the waiting list. Positions on the waiting lists may go up or down due to student 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

Children who are the subject of a direction by the Secretary of State for Education 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.

After each term ends parents will be asked to inform the school if they wish to remain on waiting lists and where no notification is received, the child's name will be removed from the waiting list.

All waiting lists for all year groups will be cancelled at the end of the academic year, and any parent who wishes their child to remain on the following year must notify the school, before the end of the academic year

Appeals

Students refused a place in any year groups of the school, are entitled to appeal to an independent appeals panel. Appeals against a decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the letter refusing a place. The decisions of the appeals panel are binding to the school.

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

Appeals may be made in writing to: Clerk to the Appeals Panel, Bohunt School Wokingham, Sheerlands Road, Arborfield, RG29GB

Note one – Social and Medical Guidance

When submitting applications under exceptional medical or social needs, this must be supported by written evidence from an independent professional aware of the case relating to the child (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 Bohunt School Wokingham; it must show why the school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2020 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.

Distance measurement

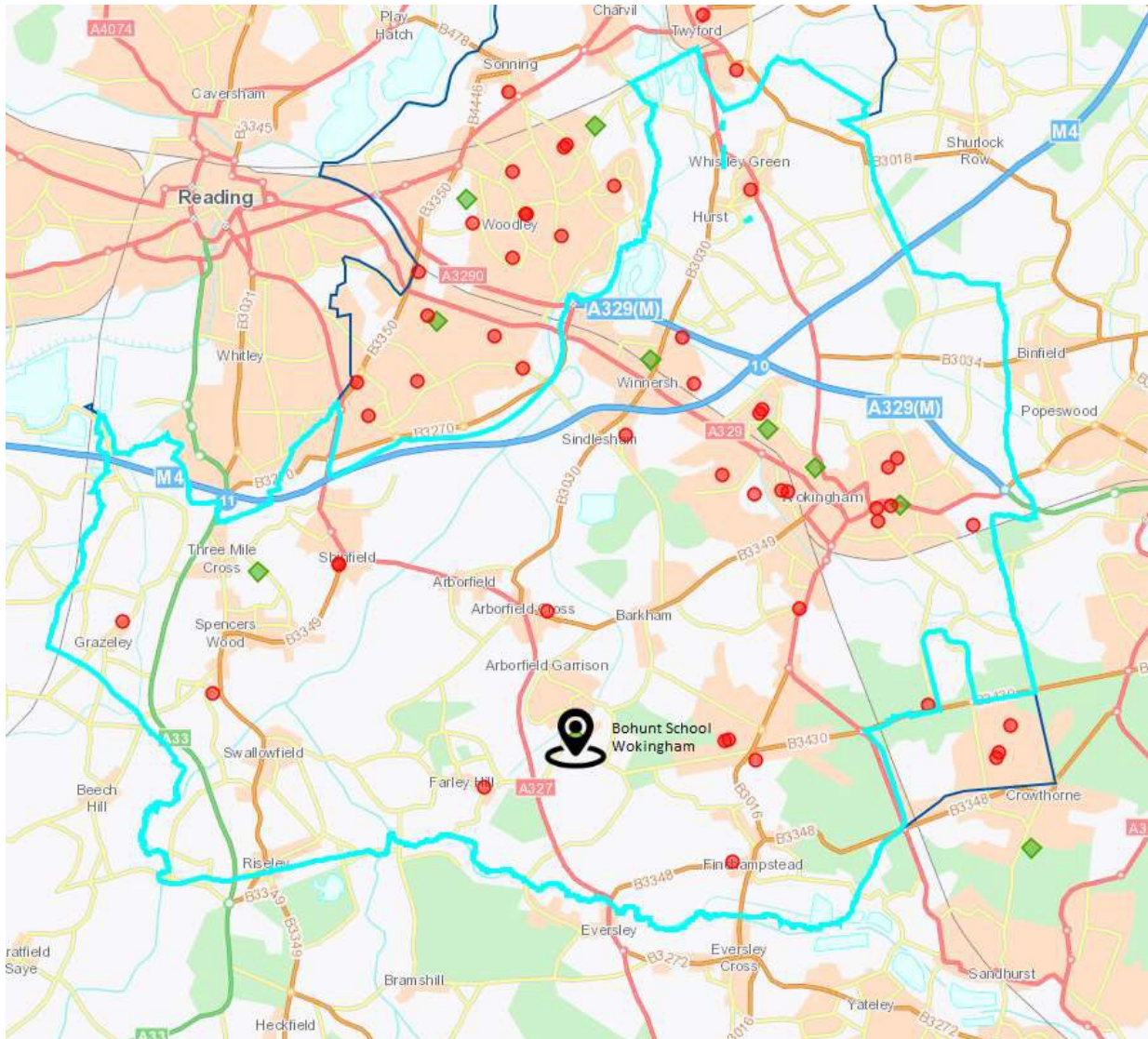
Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by Wokingham Borough Council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles.

It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

Designated Area Map For Bohunt School Wokingham

Please use the Wokingham Borough Council schools designated areas map to find out which designated or "catchment" area you live in. Website link: <http://www.wokingham.gov.uk/schoolsand-education/school-admissions/schools-and-catchment-or-designated-areas/>

The turquoise line shows the designated area.



The Forest School Admissions Policy and Arrangements for the Academic Year 2020/21

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

Year 7 Entry

The admissions number for entry in September 2020 is 210. The school uses the Wokingham Borough Council Admissions Service which publicises the school to parents in the same literature as for other Wokingham schools. The school will participate in the coordinated arrangements made by Wokingham Borough Council. Parents/carers wishing to send their sons to The Forest School should submit an application to their home Local Authority and follow the guidance of that Local Authority regarding deadlines for submitting the application. This information will be published in Local Authority admission guides (please go to <http://www.forest.wokingham.sch.uk/Apply> for more information).

Applications received after the published deadline (October 31 2019) will be treated as a 'late' application and be considered after the on-time applications have been allocated. If there is good reason i.e. the family has moved to the area after the closing date or the illness of a single parent prevented them submitting an on-time application, the application may be treated as on-time, provided it is received by January 15, 2020. In such instances evidence may be required.

Year 10 Entry

The admissions number for year 10 entry for September 2020 will be 10 giving a maximum total number of students in year 10 to 220. Entry specific detail is included for this year group although much remains the same as for other year groups in terms of criteria.

Oversubscription Criteria

Children with a statement of special educational needs or Education, Health and Care Plans (EHC) that names the school in the statement or plan will be allocated a place above all other applicants. If there are more applicants than places available applications will be prioritised in accordance with the following oversubscription criteria.

- A. Priority will be given to looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order (previous looked-after children). Please see Appendix A for more information about information required to meet this criterion.
- B. Families who have exceptional medical or social needs as the grounds for their child's admission to The Forest School. Please see Appendix A for more information about information required to meet this criterion.
- C. Priority will be given to children of staff employed by The Forest School Academy Trust
- D. Children whose permanent home address is in the school's designated area* and who at the time of application have a sibling, half sibling, adopted sibling, step sibling or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and who is expected to be at the school when the child will enter the school.
- E. Children whose permanent home address is in the schools' designated area*, see attached designated area map – Appendix A1
- F. Children who at the time of application have a sibling, half sibling, adopted sibling, step sibling or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and who is expected to be at the school when the child will enter the school*.

G. Children whose parents have a preference for single sex education.

H. Any other children.

*For notes relating to the above criteria and for information about what evidence required to your application please see Appendix A and A1.

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

Tie Breakers

Within criteria D and E, priority will be given to the applicant whose permanent home address is the shortest distance from home to Forest School. Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. Where this is the case, the relevant tiebreaker, as explained above, will be applied to decide which of the applicants can be offered places, and waiting list order.

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

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

Designated Areas

The designated area for The Forest School is any property whose Council tax is paid to Wokingham Borough Council as determined by the designated area map.

Residency Requirements

Home address

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

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

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already owns a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The latest date for submission of evidence to support a move is January 15th, 2020. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

Temporary addresses cannot be used to obtain school places unless:

1. there is evidence is proving a genuine reason for the move e.g. flooding or subsidence.

2. the application is for year 10 from families where the child is a member of Reading FC Academy. A written commitment from Reading FC is required stating that the child is a member of the football Academy programme at The Forest School and will continue to be so during the two years of KS4 education, and that temporary accommodation will be provided as near to school as possible, which will be used for allocation purposes for those whose permanent address lies outside the designated area.

Where an applicant has two or more properties, evidence will be required showing the rental or disposal of the previous property. Temporary addresses will only be considered where if an applicant owns a property which they do not occupy and/or rent out and then moves into another property within, or nearer to the designated area of the preferred school, the address of the property they own will be the address used for determining their designated area, unless the owned house has been rented out for 12 months prior to the closing date for applications.

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

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. split child arrangement order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs). The School Admissions Team will assess to apply the appropriate single home address for the allocation of a school place. The information provided will be considered by an admissions panel of at least two officers and their decision is final. It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the Borough by January 15th, 2020. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team at Wokingham Borough Council.

Service Families

Families of UK service personnel (and other Crown Servants) who are not yet living in the area will be able to make an application if it is accompanied by an assignment order declaring a relocation date and intended address. In the absence of a new home postal address, the authority will use the former Hazebrourck Barracks (Unique Property Reference: 14064995, Easting 476869 and Northing 166249) as the postal address to determine distance to a preferred school. A letter from the Commanding Officer or garrison headquarters will be required confirming the living arrangements for families who are being housed at Arborfield Garrison but are assigned to another base.

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

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

Admission outside the normal age group

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

Each case will be considered on its own merits and circumstances and will only be agreed where there is consensus that it is in the best interests of the child; the circumstances of each case will be considered individually. Such a consensus would be reached between the parents, schools concerned (the current school and The Forest School) and any relevant professionals asked for their opinion on the case by The Forest School.

In Year admissions to Years 7-11

Applications for entry to Year 7 after the end of the routine admissions round (ending on 31st August) and applications for entry into Year 8 to Year 11 at any time are processed as in-year applications and applications must be submitted to The Forest School for the attention of the Headteacher.

The admission number for years 7 to 9 is 210 and from year 10 the admission number increases to facilitate the Reading Football Club Academy students.

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

Out-of-age-groups

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

Accepting or Declining the Offer of a Place

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

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

Changes of preference

Parents who wish to amend their application **before** the closing date will be allowed to do so as long as they put their request in writing to the School Admissions Team or amend their online application by the closing date. Parents who wish to amend their application **after** the closing date should put their request in writing to the School Admissions Team. No consideration will be given to their request until after the offer date.

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

Waiting Lists

Waiting lists will be maintained by the local authority on behalf of the Forest School where necessary for children not offered a school place at their preferred school. Positions on the list will be determined by applying the oversubscription criteria outlined above. Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on a waiting list.

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

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

Appeals

Students refused a place in any year groups of the school, are entitled to appeal to an independent appeals panel. Appeals against a decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the letter refusing a place. Information about this process will be given in the decision letter sent by the local authority on behalf of the Forest School. The decisions of the appeals panel are binding on the school.

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

Appeals may be made through Wokingham Borough Council:

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

Sixth Form Admissions

General

The Forest School has a sixth form and students attending the school are entitled to be considered for entry into the school's sixth form provided they are expected to pass at least 5 courses successfully at the following levels; 9 – 5 (or equivalent) at GCSE, or level 2 BTEC/CTEC/VCERT and they meet the entry criteria for individual courses and that there are sufficient spaces to meet their requirements. In addition students, both male and female, from outside the school community can apply to join so long as entry requirements laid out in are met and there is space on the particular courses of choice.

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

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

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

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

Admission Number

There is not a separate internal admissions number for the sixth form. For external applicants we set a minimum of 5 places' provided an appropriate course is available for a suitably qualified student.

The minimum number of external student offered for 2020/21 is 5.

Applications

Both parents and prospective students themselves have separate rights to apply for place in the sixth form. Those wishing a place in the school's Sixth Form starting in Year 12 in September 2019 should complete the school's Sixth Form Application form, which will be available from the school at the start of November 2018. Pupils in Year 11 already attending the school will be given a copy of the form (the term 'applicant' is used in the rest of this policy, to mean either parents or prospective students).

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

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

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

Allocation of places (oversubscription criteria)

For admission to the Sixth Form students will be expected to pass at least 5 courses successfully at the following levels; 9 – 5 (or equivalent) at GCSE, or level 2 BTEC/CTEC/VCERT. In addition each course has specific entry requirements as detailed in the school sixth form prospectus.

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

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

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

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

A. Priority will be given to Looked after children and children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order' (previous looked after children). Please see Appendix A for more information about information required to meet this criterion.

B. Priority will be given to children of staff employed by The Forest School Academy Trust

C. Students who are expected to pass at least 5 courses successfully at the following levels; 9 – 5 (or equivalent) at GCSE, or have level 2 BTEC/CTEC/VCERT.

Tie Breaker

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

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

Waiting Lists

Waiting lists will not be held for sixth form admissions.

Late Applications

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

Applications received after the normal admissions round

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

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

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

Accepting or declining the offer of a place

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

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

Appeals

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

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

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

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

General Contact information

Copies of the Sixth Form prospectus, application form for Sixth Form and the school admissions policy are available on the school website or from the school. In the first instance contact the school on telephone number: 0118 978 1626 or via email: office@forest.academy

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

Email: schooladmissions@wokingham.gov.uk

Tel: (0118) 974 6146. Fax: (0118) 974 6135

School Admissions Team

Children's Services

Wokingham Borough Council

P O Box 156, Shute End

Wokingham, Berkshire RG40 1WN

Appendix A - Notes relating to the above over-subscription criteria

Criterion A

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

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

Applications received under the Criterion A must be made by the person with parental responsibility or the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the following orders:
 - (i) adoption order.
 - (ii) child arrangement order.
 - (iii) special guardianship order.

All supporting documentation must be received by January 15 2020 for consideration prior to the main allocation of places.

Criterion B

When submitting applications under criterion B (exceptional medical or social needs as grounds for a child's admittance to a Forest school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2020 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 2020 will not be taken into account in the main allocation of places but may; if agreed by panel, affect the applicant's position on a school's waiting list after offer day

Criterion C and D

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

Criterion C and E

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

Catchment

The catchment area for The Forest School is any property whose Council tax is paid to Wokingham Borough Council as determined by the designated area map

Tie-breaker Distance Calculations

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

The Holt School

Admissions Policy and Arrangements for the Academic Year 2020-21

The Holt School is an 11–18 girls' comprehensive school, with a co-ed sixth form and this document details the policy to be followed for admissions to The Holt School. Please note that living in or moving to the designated catchment area of the school cannot guarantee a place at the school.

Year 7 Entry

The admissions number for entry in September 2020 is 240

The school uses the Wokingham Borough Council Admissions Service which publicises the school to parents in the same literature as for other Wokingham schools. The school will participate in the co-ordinated arrangements made by Wokingham Borough Council. Parents/carers wishing to send their children to The Holt School should submit an application to their home Local Authority and follow the guidance of that Local Authority regarding deadlines for submitting the application. This information will be published in Local Authority admission guides and the school's website.

Applications received after the published deadline (31 October 2019) will be treated as a 'late' application and be considered after the on-time applications have been allocated. If there is good reason i.e. the family has moved to the area after the closing date or the illness of a single parent prevented them submitting an on-time application, the application may be treated as on time, provided it is received by 15 January 2020. In such instances evidence will be required to be considered by an Admissions Panel.

The Governing Body are required to admit all students with an Education, Health & Care Plan that name The Holt School and meet the specified academic requirements; these students will be admitted first. If there are more applicants than places available applications will be prioritised in accordance with the following over-subscription criteria;

- A Looked after children or previously looked after children¹.
- B Children who have exceptional medical or social needs as the grounds for their admission to The Holt School²
- C. Children of staff at the school, where the member of staff is the legal parent and guardian of that child and
 - i) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - ii) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage³
- D Children whose permanent home address is in the designated area of the school and who have a sibling or step sibling at the time of application, who have one or more parents in common, or any other child, for whom the parent has parental responsibility, living at the same address, who are expected to be at the school when the applicant will enter the school. If the only relevant sibling is, or all relevant siblings are, in Year 11, then it must be the intention of the family that the relevant sibling or one of the relevant siblings is due to continue to study at the school in Year 12.
- E Children whose permanent home address is in the designated area of the school.
- F. Children who do not live in the designated area and who have a sibling or step sibling at the time of application who have one or more parents in common, or any other child for whom the parent has parental responsibility, living at the same address, who are expected to be at the school when the applicant will enter the school. If the only relevant sibling is, or all relevant siblings are, in Year 11, then it must be the intention of the family that the relevant sibling or one of the relevant siblings is due to continue to study at the school in Year 12.
- G. Children whose parents have a preference for single sex education
- H. Any other children

Note 1:

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

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

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child’s social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- Confirmation by the home local authority that the child is looked after or
- Confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the above orders

Note 2:

When submitting applications under category B (exceptional medical or social needs as grounds for admission) the application cannot be considered if it is not declared that the application is under this criterion and there is not written independent professional evidence. This evidence needs to be from a doctor, hospital consultant, psychologist, or social worker and must explain the reason why the school is the most suitable, the difficulties caused if the child had to attend another school and the reasons why it is essential that they attend this school rather than any other. Further information may be requested by the school. All supporting documentation must be received by 15 January 2020 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.

Note 3:

The term staff includes support and teaching staff on a permanent contract. A demonstrable skills shortage will be if any post has had to be advertised more than once or if there are no more than four viable applicants for a post. It is the responsibility of the staff member to indicate this on the common application form

Multiple Birth

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

Tie –breaker

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

Within criteria **D** and **E** above, priority will be given to the applicants whose permanent home address is the shortest distance from home to The Holt School.

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

Residency Requirements

Home address

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

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

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already owns a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, , disposal of their current property. The latest date for submission of evidence to support a move is 15 January 2020. If the move takes place later or evidence is submitted later, the school will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

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

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

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

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. split residence order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs). The School Admissions Team will assess to apply the appropriate single home address for the allocation of a school place. The information provided will be considered by an admissions panel of at least two officers and their decision is final. It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the Borough by 15 January 2020. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team.

Service Families

Families of UK service personnel (and other Crown Servants) who are not yet living in the area will be able to make an application if it is accompanied by an assignment order declaring a relocation date and intended address.

Changes of preference

Parents who wish to amend the application before the closing date will be allowed to do so as long as they put their request in writing to the home authority 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 home Local Authority School Admissions Team. No consideration will be given to their request until after the offer date.

Admissions outside the normal age group

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

Accepting or declining the offer of a place

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

Waiting Lists

After 2 March 2020, a 'waiting list' will be administered by the Local Authority if the school has more applicants than places available. A child's position on the waiting list is determined by applying the oversubscription criteria as described above. Positions on the waiting list may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on the waiting list. Waiting lists will be maintained until September 30th of Year 10, to fill places that may become available during the school year. Parents will receive annual requests to see if they wish to remain on the list. Children who are the subject of a direction by the local authority to admit or who are allocated to The Holt School in accordance with an in-year fair access protocol will take precedence over those on the waiting list.

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

In Year admissions to Years 7-11

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

The admission number for each year group will be 240 in Year 7, 8 9 and 210 in Years 10 and 11. Parents wishing to apply for a place at the school should obtain a copy of their common application form from Wokingham Borough Council. This should be completed and returned to Wokingham Borough Council in accordance with its instructions. Wokingham Borough Council has been commissioned to consider applications on behalf of the school in accordance with the school's admissions policy and following confirmation by the school will notify the parent of the outcome of the application on behalf of the school. If there are pupils on a waiting list for the year into which the applicant is seeking admission, then the pupil will be placed on that waiting list in a position determined by application of the criteria used in determining initial admissions to Year 7. Pupils will be admitted from the waiting list in order as space becomes available.

Waiting lists will be retained by the local authority to fill places that may become available during the school year until September 30, of Year 10. Parents will be asked to inform the local authority if they wish to remain on waiting lists and will receive annual requests to see if they wish to remain on the list. The local authority holds the waiting list for The Holt School.

If there is no pupil on the waiting list for the year into which the applicant is seeking admission, then the governing body will determine whether a place can be offered to the applicant. If at the time of this determination the school has applications from more than one pupil for admission to the same year group, all the applications will be ordered according to the criteria used in determining initial admissions to Year 7 and will be considered in that order.

In reaching a decision on an application for admission to a full year group, the governors will normally refuse a place unless they are statutorily obliged to admit the applicant or the application is covered by Wokingham Borough Council's Fair Access Protocols.

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

Accepting or declining the offer of a place

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

Unsuccessful applicants must confirm they wish to be placed on the waiting list.

Appeals (applicable to Years 7 to 11)

Students refused a place in all years groups of the school, are entitled to appeal to an independent appeals panel. Information about this process will be given in the decision letter sent by the local authority on behalf of the school. Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the letter refusing a place (in the case of Year 7) or in line with the appeal timetable published by Wokingham Borough Council. The decisions of the appeals panel are binding on the school.

In the event of an unsuccessful appeal against non-admission to the school, the school will not consider any further application for admission, nor is there any 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 circumstance relevant to the applicant.

Sixth form admissions

The school accepts applications from boys and girls to the sixth form. Students must be between the ages of 16 and 18 years old on the 31st August in the relevant funding year.

For admission to the Sixth Form, students will be required to achieve at least 5 GCSEs grade 4 to 9. In addition, each course has specific entry requirements as detailed in the school sixth form prospectus. All students attending the school at the end of Year 11 will be offered places in the Sixth Form provided they meet the academic requirements of the school and they will be offered places on the courses they wish to follow provided that they meet the specified academic requirements for those courses and provided there are spaces available. Courses will not run if there are too few students enrolled on to it. Minimum and maximum course numbers will be decided by The Holt leadership team, and may vary by course.

Children above compulsory school age and their parents, have the right to make a separate school sixth form application. The Holt sixth form will offer a minimum of 10 places for external students in September 2020. Applications from those not attending the school will be also be accepted and they will be offered places when spaces are available in the school sixth form and on the courses they wish to take, provided they have met the specified academic requirements. When applicants can be offered a place at the school but a course they wish to pursue is full, they will be offered an alternative course.

Making an application

Those seeking a place in the school's Sixth Form starting in Year 12 in September 2020 should complete the school's Sixth Form Application form, which will be available on the school's website from October 2019 and the deadline for submission will also be published at this time.

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

Late applications

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

Criteria for admission

The Governing Body will admit all applicants for whom there are places available on courses they wish to pursue provided they meet the entry requirements and the specific subject academic requirements. Should there be more applicants than places, then places will be allocated to pupils who fall into the following criteria in order of priority. Within each criterion applicants will be ordered according to the distance they live from the school measured as a straight line between the Land and Property Gazetteer address points for the home address and the school, using the local authority's computerized mapping system. This is explained in the year 7 policy. Students must have the legal right of residence in the United Kingdom at the start of their study programme.

The Governing Body are required to admit all students with statements of special educational needs or an Education, Health & Care Plan that name The Holt School in the statement and meet the specified academic requirements; these students will be admitted first.

Students already attending the school at the time of application are prioritised for entry to the sixth form. The following criteria referred to above will be applied to applicants who do not attend the school:

- A Looked after children or previously looked after children⁵.
- B All other applicants meeting the academic requirements.⁶

Note 5: A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989). A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989. Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- Confirmation by the home local authority that the child is looked after or
- Confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the above orders

Note 6: If there are insufficient spaces on any course for all those students who have expressed an interest and who have the appropriate qualifications, then places will be allocated on the same basis as used for admission to the main school.

Applicants who are unsuccessful at obtaining places on a particular course will be offered a place on an alternative course. Offers of places to external students will be subject to the school confirming date of birth or right of abode by examination of the birth certificate and/or student's passport, as appropriate. Parents will be asked to declare that the address used in the application will be their place of residence beyond the date of the student starting at the school; the offer of a place may be withdrawn if false or

misleading information is given. Supporting evidence of this declaration may be required in the case of there being more applications than can be accepted.

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

Applications by students who wish to re-sit or re-take a full year will not be accepted as they are not generally eligible for funding. Exceptions to this may be considered if the student can demonstrate there are exceptional circumstances outside of the control of the student or the institution, such as a period of long term sickness. In cases such as these, students will be admitted at the discretion of the Co Headteachers, and will be asked to provide evidence of the exceptional circumstances (As detailed in paragraphs 107 to 109 of the Funding guidance for young people 2014 to 2015).

Accepting or declining the offer of a place

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

Enrolment

Students are required to enrol on their chosen courses during the allocated Enrolment Days at The Holt. Failure to enrol on their chosen courses in advance of the beginning to the school term, may result in the place being withdrawn. The completion of the relevant enrolment documentation denotes successful enrolment. Students who wish to change, or do not satisfy the course requirements, of their course choices, will be offered alternative appropriate courses, where available. Students wishing to study a course that is full will be placed on a waiting list. Admission criteria, as detailed above will be used to allocate any additional places.

Appeals

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

General Contact information

Copies of the sixth form prospectus, application form for sixth form and the school admissions policy are available on the school website or from the school.

Email holt.school@holt.wokingham.sch.uk

Telephone 0118 978 0165

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

Email schooladmissions@wokingham.gov.uk

Telephone (0118) 974 6000

School Admissions Team

Children's Services

Wokingham Borough Council

P O Box 156

Shute End

Wokingham RG40 1WN

Maiden Erlegh School

Admissions arrangements for the academic year 2020/21

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

Year 7 Entry

- The PAN (Published Admission Number) for entry in September 2020 is 278.
- The school uses the Wokingham Borough Council Admissions Service which publicises the school to parents in the same literature as for other Wokingham schools. The school will participate in the co-ordinated arrangements made by Wokingham Borough Council. Parents/carers wishing to send their children to Maiden Erlegh School should submit an application to their home Local Authority and follow the guidance of that Local Authority regarding deadlines for submitting the application. This information will be published in Local Authority admission guides.
- Applications received after the published deadline (31 October 2019) will be treated as a 'late' application and be considered after the on-time applications have been allocated. If there is good reason i.e. the family has moved to the area after the closing date or the illness of a single parent prevented them submitting an on-time application the application may be treated as on-time, provided it is received by 15 January 2020. In such instances evidence may be required.
- Children with an Education Health and Care Plan (EHCP), or a statement of special educational needs that names the school in the plan or the statement will be allocated a place above all other applicants.
- If there are more applicants than places available applications will be prioritised in accordance with the following over-subscription criteria;
 1. Looked after children or children who were looked after:¹
 2. The children of staff at Maiden Erlegh Trust whose main place of work is Maiden Erlegh School at the time of the closing date for applications, where that member of staff is the legal parent or guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at the school for 2 or more consecutive years at the time of the closing date for applications or the member of staff is recruited to fill a post for which there is a demonstrable skill shortage. The skills shortage area will be determined by the Maiden Erlegh Academy Trust by 1 July of the year of application and made available on the school website.
 3. Children whose permanent home address is **inside** the designated area of the school and who have 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 ².
 4. Children whose permanent home address is **inside** the designated area of the school.
 5. Children whose permanent home address is **outside** the designated area of the school and who have 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 ².
 6. Any other children.

¹ A previously 'Looked After' child is a child who was looked after, but has been adopted or became subject to a child arrangement order or special guardianship order immediately following having been 'Looked After'. Confirmation by the local authority that last looked after the child that the child was looked after immediately prior to the issuing of one of the following orders:

These are children adopted under the Adoption Act 1976 (Section 12) and children adopted under the Adoption and Children's Act 2002 (Section 46).

The Children and Families Act 2014 amended the Children Act 1989 and replaces residence orders with child arrangement orders.

² 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 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 who the offer of a place at the 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.

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

Tie-breaker

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

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

Residency requirements

Applications are processed on the basis of the child's single permanent home address, living with parent(s), or a carer/legal guardian. Evidence is required of a single address. It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already owns a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. Parents will be asked to declare that the address used will 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, or to withdraw the offer of a place. The school will reserve its right to carry out further investigation and require additional evidence, and to reject applications or withdraw offers of places if it believes it has grounds to do so. In such cases parents have recourse to putting their application through the independent appeals process. If a child spends part of the week with parents at different addresses, the home address will be where they usually spend the majority of the school week (Sunday 6pm to Friday 9.00am, including nights) with a parent. Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances (e.g. legal separation) will be required. The home address will also be considered on the basis of the child benefit payment arrangements, where this is payable. If a child does not live at their parent(s) address we need to know the reasons for this. The reasons would need to be supported by official documentation. A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence. 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.

Where a parent has two or more properties, evidence will be required showing the rental, or disposal, of the previous property. Reference will be made to Council Tax and school records. If an applicant is moving house and wishes to use the new address for the allocation of places, evidence will be required that the parent and child have moved and are living in the new home by **15 January 2020**. If the move takes place later or information is provided later, the school will only be able to treat the new address for waiting list purposes and consider this information after the initial allocation of places has taken place.

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, 2020**. 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 Wokingham Borough Council School Admissions Team.

Service families

Families of UK service personnel who are not yet living in the area will be able to make an application if it is accompanied by an assignment order declaring a relocation date and intended address. In the absence of a new home postal address, the authority will use the former Hazebrouck Barracks (co-ordinates: Easting 476869 and Northing 166249) as the postal address to determine distance to a preferred school. A letter from the Commanding Officer or garrison headquarters will be required confirming the living arrangements for families who are being housed at the army quarters at Arborfield but are assigned to another base.

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

Accepting or declining the offer of a place

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

Waiting lists

After **2 March 2020** a 'waiting list' will be administered if the school has more applicants than places available. A child's position on the waiting list is determined by applying the over-subscription criteria as described above. Positions on the waiting list may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on the waiting list. Waiting lists will be maintained until such time as the policy is changed, to fill places that may become available during the school year. Parents will receive periodic requests to see if they wish to remain on the list. Children who are the subject of a direction by the local authority to admit or who are allocated to Maiden Erlegh School in accordance with an in-year fair access protocol will take precedence over those on the waiting list.

In Year admissions to Years 7-11

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

The number of places for each year group is 278.

Parents wishing to apply for a place at the school should obtain from their Local Authority a copy of their common application form. This should be completed and returned to Wokingham Borough Council. If there are pupils on a waiting list for the year into which the applicant is seeking admission, then the pupil will be placed on that waiting list in a position determined by application of the criteria used in determining initial admissions to Year 7. Pupils will be admitted from the waiting list in order as space becomes available

If there is no pupil on the waiting list for the year into which the applicant is seeking admission, then the Academy Trust will determine whether a place can be offered to the applicant. If at the time of this determination the school has applications from more than one pupil for admission to the same year group, all the applications will be ordered according to the criteria used in determining initial admissions to Year 7 and will be considered in that order.

In reaching a decision on an application for admission to a full year group, the Academy Trust will normally refuse a place unless they are statutorily obliged to admit the applicant or the application is covered by Wokingham Borough Council's Fair Access Protocols.

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

Accepting or declining the offer of a place

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

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

Appeals

Parents have a statutory right to appeal to an independent appeals panel against the refusal of a place in all year groups at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not their preferred age group.

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

Sixth Form admissions

For admission to the Sixth Form to study A level/Level 3 courses students will be required to achieve a strong pass in at least 5 courses at grade 5+ (or Merit+ in equivalents). If the 5 passes does not include English (Language or Literature) and mathematics of grade 5+, students must, in addition, achieve at least a grade 4 in English (Language or Literature) and mathematics. In addition each course has specific entry requirements as detailed in the most recent school Sixth Form prospectus. Students who have achieved the minimum entry requirements through Pass grades on Level 2 Technical courses are expected to study Level 3 Technical Education courses in the sixth form.

For admission to the Sixth Form to study Level 2 Technical Pathways, when they are offered, students will be required to achieve an average GCSE grade of 3 (or Pass+ in equivalents) with English (Language or Literature) and maths at grade 3+. Where students have not achieved at least grade 4 in English and/or maths, they will be required to resit these examinations alongside their Technical Pathways. Level 2 Technical pathways may not be offered every year.

Students who have studied in another country up to Year 11 will be required to demonstrate the equivalence of GCSE passes.

Internal students

Maiden Erlegh School welcomes applications from internal students who will have attended Year 11 during the **2019/20** academic year. These students have priority over external students.

External students

Applications from those not attending the school will be also be accepted. The Planned Admission Number will be 30, but more places may be available subject to the take-up by internal applicants. External students will be offered a place on the courses they wish to take, provided there are spaces available and they have met the specified academic requirements. When applicants can be offered a place at the school but a course they wish to pursue is full, they will be offered an alternative course.

Making an application

Those wishing a place in the school's Sixth Form starting in Year 12 in September **2020** should complete the school's Sixth Form Application form, which will be available from the school in the autumn term **2019**. This form must be completed and the deadline for submission will also be published at this time. Students in Year 11 already attending the school will be given a copy of the form. Both parents and prospective students themselves have separate rights to apply for a place at a school sixth form. They must apply by the deadline given in the school prospectus and send the application form to the nominated person on the application form. (The term 'applicant' is used in the rest of this policy, to mean either parents or prospective students).

Applications will be considered by the Head of Sixth Form plus at least one other member of staff nominated by the Headteacher. Where special consideration has been approved by the examination board, the school reserves the right to deviate from the matriculation arrangements in consultation with the Local Advisory Board.

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

Allocation of places is based on individual students meeting the requirements of their chosen course. No guarantee of a place is given to other siblings applying to the school from the same family. Personal guidance meetings may be arranged with students and their parents to discuss the options open to the student and to help the student decide on the suitability for them of particular courses. Such meetings play no part in the allocation of places, which are determined solely by the application of the criteria below.

Late applications

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

Criteria for admission

If there are more applicants than places, then places will be allocated to students who fall into the following criteria in order of priority. Priority will be given within any of the oversubscription criteria below to the applicant whose permanent home address is nearest to Maiden Erlegh School in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by Wokingham Borough Council's School Admissions Team into which the LLPG address points are imported.

This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

The Trust is required to admit all students with an Education Health and Care Plan (EHCP) or a statement of special educational needs that names Maiden Erlegh School

The oversubscription criteria referred to above are:

1. Students already attending the school at the time of application;
2. Looked after children or children who were looked after³;
3. All other applicants meeting the academic requirements.

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

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

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

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

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

³ A previously 'Looked After' child is a child who was looked after, but has been adopted or became subject to a child arrangement order or special guardianship order immediately following having been 'Looked After'. Confirmation by the local authority that last looked after the child that the child was looked after immediately prior to the issuing of one of the following orders:

These are children adopted under the Adoption Act 1976 (Section 12) and children adopted under the Adoption and Children's Act 2002 (Section 46).

The Children and Families Act 2014 amended the Children Act 1989 and replaces residence orders with child arrangement orders.

Accepting or declining the offer of a place

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

Enrolment

Students are required to enrol on their chosen courses during the allocated Enrolment Days. Failure to enrol on their chosen courses in advance of the beginning of the school term may result in the place being withdrawn. The completion of the relevant enrolment documentation denotes successful enrolment. Students who wish to change, or do not satisfy the course requirements of their course choices, will be offered alternative appropriate courses, where available. Students wishing to study a course that is full will be placed on a waiting list. Admission criteria, as detailed above will be used to allocate any additional places

Appeals

Anyone whose application is unsuccessful is entitled to appeal to an independent appeals panel. Information about this process can be obtained from the school. If the school is unable to make an offer to a student, the school will provide a letter of explanation to the applicant of the decision to reject their application together with an explanation of how to appeal.

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

Clerk to the Appeals Panel
Wokingham Borough Council
Democratic Services
Shute End
Wokingham
RG40 1WQ
Tel No: 0118 974 6053

Information on appeals is also available at: <http://www.wokingham.gov.uk/schools-and-education/school-admissions/appeal-the-school-place-youve-been-offered/>

General Contact information for all admissions

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

Email office@maidenerleghschool.co.uk
The Office Manager
Maiden Erlegh School
Silverdale Road, Earley, Reading RG6 7HS

Telephone 0118 9262467

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

Email schooladmissions@wokingham.gov.uk
School Admissions Team
Children's Services
Wokingham Borough Council
P O Box 156, Shute End, Wokingham RG40 1WN

Telephone 0118 974 6143

OAKBANK SCHOOL

ADMISSION ARRANGEMENTS 2020-21

This document sets out the admission arrangements for Oakbank School. The policy links to Annex 1 of the Supplemental Funding Agreement between the school and the Secretary of State. Any changes to the arrangements set out in this document must be approved in advance by the Secretary of State.

The School will comply with all relevant provisions of the statutory codes of practice (the School Admissions Code of Practice and the School Admission Appeals Code of Practice) as they apply at any given time to maintained schools. Reference in the codes to admission authorities shall be deemed to be references to the Local Governing Body acting on behalf of CST Schools Trust. Oakbank School will take part in the Admissions Forum set up by Wokingham Local Authority and have regard to its advice; and will participate in the co-ordinated admission arrangements operated by Wokingham Local Authority.

Notwithstanding these arrangements, the Secretary of State may direct Oakbank School to admit a named student to Oakbank School on application from a local authority. Before doing so the Secretary of State will consult the school.

Admission arrangements approved by the Secretary of State

The admission arrangements for Oakbank School for the year 2020-2021 and, subject to any changes approved by the Secretary of State, for subsequent years, are:

- a) Oakbank School has an agreed admission number of 112 pupils. Oakbank School will accordingly admit 112 pupils in the relevant age group each year if sufficient applications are received.
- b) Oakbank School may set a higher admission number as its Published Admission Number for any specific year. Before setting an admission number higher than its agreed admission number, Oakbank School will inform Wokingham Local Authority and reference this change on the school's website. Students will not be admitted above the Published Admission Number unless exceptional circumstances apply and such circumstances shall be reported to the Secretary of State.

Process of application

Applications for places at the school will be made in accordance with Wokingham Local Authority's coordinated admission arrangements and parents will complete their home Local Authority Common Application Form. Oakbank School will use the following timetable for applications each year (exact dates within the months may vary from year to year) which fit in with the common timetable agreed by Wokingham Local Authority.

Please note that, to be considered for admission during the **normal admission round closing on 31st October** and during the **late admission period** all applicants must complete and submit their **home local authority's common application form**, including Oakbank School as one of their preferences. The school will also provide information to the local authority for inclusion in the composite prospectus, as required. Where an applicant applies from **September 2020 onwards** for a place for admission between September 2020 and end of Summer term 2021, **this will be an 'in-year' admission and parents must apply to Wokingham Borough Council for a place**. Parents can obtain information and an application from the LA.

- **September** – The school will publish in its prospectus information about the arrangements for admission, including oversubscription criteria, for the following September (e.g. in September 2020 for admission in September 2021). This will include details of open evenings and other opportunities for prospective pupils and their parents to visit the school.

Consideration of applications

Oakbank School will consider all applications for places. Where fewer than 112 applications are received, the school will offer places to all those who have applied.

Procedures where Oakbank School is oversubscribed

If the school is oversubscribed, after the admission of pupils with an Education and Health Care Plan (EHCP) where the school is named in the EHCP, priority for admission will be given to those children who meet the criteria set out below, in order:

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. 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).
2. Children for whom a particular school is appropriate on exceptional social and medical grounds. Such applications will be considered under this criterion only if they are supported by an attached medical statement from a doctor or a relevant professional. This must demonstrate that there is a very specific connection between the child's medical/social need and the school requested. The Local Governors of Oakbank School will make the decision related to such applications.
3. Children with a sibling attending the school at the time of application. 'Sibling' is defined in these arrangements as half, full, step, adoptive or foster brother or sister living predominantly in the same home as the child.
4. The Children of Founders of the school.
5. Other Children

Tie breakers

There may be more applications from parents than places available. Where this is the case, the relevant tiebreaker, as explained below, will be applied to decide which of the applicants can be offered places, and waiting list order.

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

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

Should two or more children live at the same:

- Address, who are not children with either the same birth dates or children born in the same academic year from the same family, or
- additional distance (measured as stated above) from school (including, for example, flats within the same building),

and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). A person independent of the school will be asked to supervise any random allocation.

Other matters

Where a child lives with both separated parents, the home that the child lives in for the most time per week will be counted. Where the child lives in both homes for equal amounts of time, the home nearest to the school will be counted as the child's home.

Operation of waiting lists

Subject to any provisions regarding waiting lists in Wokingham Local Authority's coordinated admission scheme, the school will operate a waiting list. Where in any year Oakbank School receives more applications for places than there are places available, a waiting list will operate. This will be maintained by Wokingham Borough Council and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out above. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

Arrangements for appeals panels

Parents will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision of Oakbank School. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals published by the Department for Education. The determination of the Appeal Panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The school will prepare guidance for parents about how the appeals process will work and provide a named contact who can answer any enquiries they may have about the process.

Arrangements for admitting students to other year groups, including to replace any students who have left Oakbank School

Subject to any provisions in the Wokingham Local Authority's coordinated admission arrangements relating to applications submitted for years other than the normal year of entry, the school must consider all such applications and if the year group applied for has a place available, admit the child. If more applications are received than there are places available, our oversubscription criteria will apply and a waiting list will be operated by Wokingham Borough Council. Parents of children whose application is turned down are entitled to appeal.

THE PIGGOTT CHURCH OF ENGLAND SCHOOL

ADMISSIONS ARRANGEMENTS FOR ACADEMIC YEAR 2020-21

PREAMBLE

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

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

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

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

PART 1 – INITIAL ADMISSIONS TO RECEPTION (EYFS2)

ADMISSION NUMBER

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

MAKING AN APPLICATION

At Charvil Piggott, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2015 and 31 August 2016 may apply for them to be admitted to the Reception Year in September 2020. There are 30 places (the published admission number) available. Our policy is normally not to offer admission in September 2020 to children who were born on or after 1 September 2016. Full details are available in the relevant LA Admissions Guide. Parents are advised to read the Wokingham LA Admissions Guide.

Parents of a child whose fifth birthday falls between 1 September 2020 and 31 March 2021 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2020-21), although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2021 and 31 August 2021 (summer-born children), who do not reach compulsory school age until September 2020, parents who do not wish them to start school in school year 2020-2021 but be admitted to the Reception Year in September 2021, should proceed as follows: They should apply at the usual time for a place in September 2020 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2021. NB parents would need to provide supporting reasons for seeking a place outside the

normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and if it is agreed this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2021) for a Reception place in September 2021. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2020 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2021 for a Year 1 place in September 2021. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2020-21 Reception Year group.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the head teacher.

Parents wishing to apply for the Reception [Foundation] Year in September 2020 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2020. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 16 April 2020.

LATE APPLICATIONS

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

OVER – SUBSCRIPTION CRITERIA

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

- A. All looked after children or children who were previously looked after: By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).
- B. Pupils whose permanent home address is in the school's designated area and who have a sibling living at the same address who already attends the school (in any Key Stage, i.e. EYFS2 (Reception year) – KS5) by the deadline for applications. (For the definition of sibling see below);
- C. The children of staff at The Piggott School where that member of staff is the legal parent and guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at the school for 2 or more years at the time of application for the place or the member of staff is recruited to fill a vacant post within a demonstrable skill shortage.
- D. Pupils whose permanent home address is in the school's designated area but who do not fall into criterion B;
- E. Pupils whose permanent home address is not in the school's designated area but who would otherwise fall into criterion B;

- F. (Secondary admissions only) Pupils who attend one of the linked primary schools, who have not been admitted in an earlier criteria namely The Colleton, Crazies Hill CE, Knowl Hill CE, St Nicholas CE and Sonning CE (Aided) primary schools and Polehampton CE and Robert Piggott CE junior schools;
- G. All other pupils.

Within each criterion applicants will be ordered according to the distance they live from the school site, Charvil Piggott Primary School or Wargrave Piggott Secondary School respectively, measured as a straight line between the Land Gazetteer address points for the home address and the relevant site, using WBC's computerized mapping system.

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

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

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

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

APPEALS

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group. Those who wish to appeal are requested to do so within twenty school days of being notified that their application has been unsuccessful. Only one appeal from an applicant will be heard in any one school year, unless there has been a significant change in circumstances. The decision of the independent appeal panel is binding on the school.

PART 2 – INITIAL ADMISSIONS TO YEAR SEVEN

ADMISSION NUMBER

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

MAKING AN APPLICATION

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

Parents wishing to apply for a Year 7 place in September 2020 must complete the common application form provided by their home local authority, clearly stating if applying under criteria C. The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no

later than 31 October 2019. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 2 March 2020.

LATE APPLICATIONS

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

CRITERIA FOR ADMISSION

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

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

In addition, children attending The Charvil Piggott Primary School automatically transfer into Year 7 to the Wargrave Piggott Secondary School. Parents can apply to their local authority for alternative schools but must rank The Piggott on the common application form to show order of preference.

To the extent that the Governors are aware of any such pupils in either of the above categories to be admitted to Year 7 in 2020-21 at the time of allocating places to other applicants, the number of places allocated to others will be reduced so that the total number of admissions will not exceed the determined admission number of 203.

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

ACCEPTING OR DECLINING THE OFFER OF A PLACE

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

APPEALS

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group. Those who wish to appeal are requested to do so within twenty school days of being notified that their application has been unsuccessful. Only one appeal from an applicant will be heard in any one school year, unless there has been a significant change in circumstances. The decision of the independent appeal panel is binding on the school.

WAITING LIST

The LA will maintain a waiting list until 31st December, after this date the school will maintain a waiting list for unsuccessful applicants. Pupils on the list will be placed in order according to the criteria used in considering the original applications. Places, if they become available, will be offered to pupils from this list in strict order. Parents who are unsuccessful will be asked if they wish their pupil to be placed on the waiting list for their year and will be advised, on request, where the pupil stands in the list. It should be remembered that a pupil's position on the list may rise and fall as others are added or removed from the list. Parents are requested to notify the Admissions Administrator if at any time they no longer wish their pupil to be considered for a place at the school.

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

PART 3 – IN YEAR ADMISSIONS

INTRODUCTION

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

PROCESS

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

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

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

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

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

PART 4 – ADMISSION TO THE SIXTH FORM

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

A level Pathway (level 3)

- Students have the opportunity to study up to 4 A levels throughout the sixth form, with most studying 3 A levels as a minimum requirement.

- A student wishing to take 3 A levels must achieve an A8 score at GCSE of 60 points or more.
- The minimum GCSE grade for English Language and Mathematics is a 4 grade. This grade requirement could be higher, depending on the subject choice.
- Each subject has specific entry requirements based on particular GCSE grades and these also need to be achieved to access the course. Details of such requirements are to be found on the school's website.

Vocational Pathway (level 3)

- A student wishing to take the level 3 Vocational option must achieve an A8 point score at GCSE of 50 points or more.
- Students are required to take the equivalent of 3 Vocational subjects throughout the sixth form.
- Each subject has specific entry requirements based on particular GCSE grades and these also need to be achieved to access the course.
- The minimum GCSE grade for English Language and Mathematics is a 3 grade. This grade requirement could be higher, depending on the subject choice.
- All students will need to follow an English or Mathematics course equivalent to GCSE if they have not achieved a 4 grade in both subjects at GCSE.
- It is also possible to do 2 Vocational courses and 1 A level course. Entry requirements for each subject will still need to be achieved.

The Coaching Academy (level 3)

- A student wishing to take the VRQ pathway must achieve an A8 score at GCSE of 50 points or more.
- The minimum GCSE grade for English and Mathematics is a 3 grade. You will continue to study GCSE English Language or Mathematics until you achieve GCSE 4 grade or better in both of these subjects.
- Each student must demonstrate an aptitude for coaching.

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

MAKING AN APPLICATION

Those wishing to apply for a place in the Sixth Form starting in Year 12 in September 2020 should complete the school's Sixth Form Application form, obtainable on the school's web site or from the Admissions Administrator. This form must be completed and returned by Friday 20th December 2019. Pupils in Year 11 already attending the school will be given a copy of the form shortly before it must be returned.

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

LATE APPLICATIONS

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

CRITERIA FOR ADMISSION TO THE SCHOOL

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

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

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

The criteria referred to above are:

- A Looked after and previously looked after children; for full definition, see page 2.
- B All other external applicants.

CRITERIA FOR ADMISSION ON COURSES

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

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

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

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

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

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

ACCEPTING OR DECLINING THE OFFER OF A PLACE

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

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

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

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

APPEALS

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

The Piggott School ensures that the independent appeal panel is trained to act in accordance with all relevant provisions of the School Admissions Appeals Code published by the Department for Education. The Code can be found online. If, after an appeal, an appellant is concerned that the appeal did not comply with the Appeals Code or was set up wrongly, and that this affected the outcome of the appeal, a complaint can be made to the Education Funding Agency (EFA). The EFA will investigate the complaint on behalf of the Secretary of State.

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

Complaints to the EFA about the appeal panel **process** (not the **outcome**) should be submitted by sending a completed complaint form by email to academyquestions@efa.education.gov.uk or by post to the Admission Appeal Complaints team at the Education Funding Agency. The EFA's Procedure for dealing with complaints about the maladministration of independent appeal panels for admission to academies is available to download (see page 13). **Contact details** available on page 12.

PART 5 – INFORMATION

OUT-OF-AGE ADMISSIONS

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

SIBLINGS

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

PARENT

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

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

LA

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

DRAWING OF LOTS

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

DESIGNATED AREA

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

PERMANENT HOME ADDRESS

By permanent home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child. To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

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

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

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

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

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

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

CONTACTS

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

The Admissions Administrator
The Piggott School
Twyford Road
Wargrave
Reading RG10 8DS
Fax 0871 2264213

Email admissions@piggott.wokingham.gov.uk
Telephone (0118) 9402357

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

School Admissions Team
Pupils' Services
Wokingham Borough Council
P O Box 156 Shute End
Wokingham
Berkshire RG40 1WN
Fax (0118) 9746135

Email schooladmissions@wokingham.gov.uk
Telephone (0118) 9746146

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

St Crispin's School

Admissions Arrangements 2020-2021

1. Introduction

St Crispin's is a school that offers students of all abilities and interests the opportunity to be the best they can be. Indeed our school vision statement "Excellence for all" encapsulates our intention to do the very best for our students. We offer a happy and supportive place for students to learn and develop.

We have a strong focus on the basics: excellent learning and teaching, a safe disciplined environment and an ethos which promotes the highest aspirations. Good qualifications are the key to a young person's future success and for this reason they are our main priority. Nevertheless, developing young people to become well rounded, articulate, confident and happy is of equal importance.

St Crispin's School is an Academy and part of a multi-academy Trust called The Circle Trust. The Circle Trust is the admissions authority for this school. The Trust works in close collaboration with Local Authorities to manage the admission process for parents and carers.

The Trustees have set the following admission arrangements in accordance with the applicable legislation and the School Admissions Code and after consultation with the relevant local admissions authorities and interested parties. They conform to the requirements of the Wokingham Borough Council's coordinated admissions arrangements.

The Admissions Arrangements set out below are for children born between 1st September 2008 and 31st August 2009.

2. Published Admission Number (PAN) for year 7 September 2020 St Crispin's School

The Circle Trust has set a PAN for 2020 -21 for St Crispin's School of 200.

3. Making an application for Year 7 September 2020 for a place at St Crispin's School

Applications to this school are in accordance with a coordinated scheme determined by the Local Authority (LA) within which the applicant resides. It is to that LA that applications for a place at St Crispin's School should be sent and that LA will advise the applicant of the result of their application. Coordinated admission schemes include procedures for the LA to pass on the application to the admission authorities for the schools concerned when it is not itself that authority. The Circle Trust is the admission authority for St Crispin's School and as such the Trust will receive and consider any applications made for a place at this school. The outcome of that consideration will be communicated to the applicant by, and in accordance with the procedures of, the relevant LA.

Parents/carers wishing to apply for a Year 7 place in September 2020 must complete the online or paper common application form provided by their home Local Authority (LA). The home LA is the LA in whose area the parents/carers live at the time of the application. The application must be returned to that LA no later than 31 October 2019. Offers and refusals of places will be sent by the home LA on 2 March 2020 (or the next working day).

4. Late applications for year 7 September 2020 for a place at St Crispin's School

If an application is received after the deadline of 31 October 2019, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date in line with the LA coordinated scheme.

5. The Criteria for a place at St Crispin's School

The Trustees are required by law to admit all pupils with an Educational Health and Care Plan, which names St Crispin's School in the statement.

The Trustees will then admit all applicants if it is possible to do so without exceeding the admission number determined for the year and in accordance to the following criteria:

A - Looked After Children¹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted² (or became subject to a child arrangements order³ or special guardianship order⁴)

B - Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted⁵

C - Children who have a medical or social need as the grounds for their admission to St Crispin's School (see notes). An additional form will need to be completed.

D - The children of staff at St Crispin's Schools where that member of staff is the legal parent and guardian of that child, has a permanent contract to work at a school within St Crispin's School and where that member of staff has been employed at the school for 2 or more years at the time of application for the place or the member of staff is recruited to fill a vacant post within St Crispin's School where there is a demonstrable skill shortage.

E – Children who have a sibling who will be attending the school when the child will enter the school (see notes)

F – Children whose permanent home address is within the schools designated area

G - Any other children

Tie Break

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

Priority will be given within any of the oversubscription criteria to the applicant whose permanent home address is nearest to St Crispin's School in terms of radial distance.

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

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

2 This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

3 Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

4 See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

5 This includes children who were in state care in a place outside of England, if they were accommodated by, a public authority, a religious organisation or other provider of care whose sole purpose is to benefit society.

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

Notes

Looked After Child or Previously Looked After Child

If a parent or LA (where relevant) wishes to apply under this criterion it is their responsibility to ensure that all relevant paper work is submitted with the application, for example a copy of the relevant order issued by the family court. Should a parent not submit any relevant documentation with their application it will be assumed that the parent does not wish these circumstances to be taken in to account.

Social and Medical Grounds

If a child has a social and medical need that would cause significant physical and / or mental hardship, an applicant can indicate that they wish their application to be considered under social and medical grounds.

It is the applicant's responsibility to obtain a Circle Trust Supplementary Social and Medical Information Form which must be completed and returned to the Circle Trust along with supporting written evidence from a professional by the given closing date for applications. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child's current situation.

This evidence must prove why **St Crispin's School** is the **only** suitable school and why the child cannot attend another school. This evidence must be specific to the school.

It is the applicant's responsibility to provide all evidence in support of their request and it is not possible for it to be considered under this criterion if no evidence is supplied.

All schools have the resources to work with special educational needs and common childhood complaints such as asthma.

Requests will be considered in accordance with the Equalities Act 2010.

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

It includes children who at the time of application have a sibling who will be attending the school when the child enters the school. 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.

Staff

Any application submitted under this criterion will be referred to the school for confirmation that the application meets the set criterion. The skills shortage area will be determined by St Crispin's School by 1 July of the year of application and made available on the school website.

Home address

For year 7 in September 2020 applications will be processed using the home address used on the online or paper Common Application Form, and as verified by Wokingham Borough Council in line with their coordinated scheme.

6. Accepting or declining the offer of a place at St Crispin's School

Parents/Carers are required to accept or decline the allocated place in accordance with their home local authority procedure which will be outlined with their offer.

7. Appeals for a place(s) at St Crispin's School

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact customer.services@bracknell-forest.gov.uk for information on how to appeal. Information on the timetable for the appeals process is on the school's website.

8. Waiting list for a place(s) at St Crispin's School

The Circle Trust as the admissions authority for St Crispin's School will maintain a waiting list for unsuccessful applicants. Pupils on the list will be placed in order according to the criteria used in considering the original applications. Places, if they become available, will be offered to pupils from this list in strict order. Parents/Carers who are unsuccessful will have their child's name added to the waiting list for year 7 and will be advised, on request, where the pupil stands in the list. It should be remembered that a pupil's position on the list may rise and fall as others are added or removed from the list. At the end of the school year the waiting list will end and parents will need to reapply for a place for the following year. Reminders will be sent. Parents/Carers are requested to notify the Data and Admissions Manager if at any time they no longer wish their pupil to be considered for a place at the school.

9. Admission of children outside their normal age group for St Crispin's School

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 the Headteacher and Trustees of The Circle Trust where there is consensus between the parents, school and any relevant professionals asked for their opinion by the committee, 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.

In-year Admission applications for a place(s) at St Crispin's School

All applications for admission to the school outside the normal admissions round, other than applications for the Sixth Form, will be treated as in-year applications and are processed by the Circle Trust as the admissions authority for St Crispin's School.

Pupils admitted under the Wokingham Fair Access Protocol may take priority over children on the Waiting List.

Parents/Carers wishing to apply for a place at this school should obtain a copy of the In-Year application form from the School website or via Wokingham Borough Councils website. This should be completed and returned to St Crispin's School in accordance with its instructions. The Circle Trust will notify the parent/carer of the outcome of the application once the Trustees have advised them of the decision made by the Admissions Committee.

Where there are places available then the Trustees will determine a place can be offered to the applicant. If however at the time of this determination the school has more applications than places available in the same year group, all the applications will be ordered according to the criteria used in determining initial admissions and will be considered in that order and places will be offered accordingly. Unless they are statutorily obliged to admit the applicant or the application is covered by the Local Authority's Fair Access Protocol, Trustees will, when reaching a decision on an application for admission to a full year group, refuse the application.

Unsuccessful applicants, upon request, will be placed on the waiting list.

1 The Criteria for a place at St Crispin's School

The Trustees are required by law to admit all pupils with an Educational Health and Care Plan, which names St Crispin's School in the statement.

The Trustees will then admit all applicants if it is possible to do so without exceeding the admission number determined for the year and in accordance to the following criteria:

A - Looked After Children⁶ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted⁷ (or became subject to a child arrangements order⁸ or special guardianship order⁹)

B - Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted¹⁰

C - Children who have a medical or social need as the grounds for their admission to St Crispin's School (see notes). An additional form will need to be completed.

D - The children of staff at St Crispin's School where that member of staff is the legal parent and guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at a school for 2 or more years at the time of application for the place or the member of staff is recruited to fill a vacant post within St Crispin's School where there is a demonstrable skill shortage.

E – Children who have a sibling who will be attending the school when the child will enter the school (see notes)

F – Children whose permanent home address is within the schools' designated area

G - Any other children

Tie Break

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

Priority will be given within any of the oversubscription criteria to the applicant whose permanent home address is nearest to St Crispin's School in terms of radial distance.

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

7 This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

8 Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

9 See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

10 This includes children who were in state care in a place outside of England, if they were accommodated by, a public authority, a religious organisation or other provider of care whose sole purpose is to benefit society.

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

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

Notes

Looked After Child or Previously Looked After Child

If a parent or LA (where relevant) wishes to apply under this criterion it is their responsibility to ensure that all relevant paper work is submitted with the application, for example a copy of the relevant order issued by the family court. Should a parent not submit any relevant documentation with their application it will be assumed that the parent does not wish these circumstances to be taken into account.

Social and Medical Grounds

If a child has a social and medical need that would cause significant physical and / or mental hardship, an applicant can indicate that they wish their application to be considered under social and medical grounds.

It is the applicants responsibility to obtain a The Circle Trust Supplementary Social and Medical Information Form which must be completed and returned to The Circle Trust along with supporting written evidence from a professional. The evidence must be submitted at the time of application. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child's current situation.

This evidence must prove why **St Crispin's School** is the **only** suitable school and why the child cannot attend another school. This evidence must be specific to the school.

It is the applicants responsibility to provide all evidence in support of their request and it is not possible for it to be considered under this criterion if no evidence is supplied.

All schools have the resources to work with special educational needs and common childhood complaints such as asthma.

Requests will be considered in accordance with the Equalities Act 2010.

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Staff

Any application submitted under this criterion will be referred to the school for confirmation that the application meets the set criterion. The skills shortage area will be determined by St Crispin's School by 1 July of the year of application and made available on the school website.

Home address

For In Year admissions, all applications will be processed by the Circle Trust. Evidence will be requested to prove residency, i.e. council tax bill.

2. Offer of a place at St Crispin's School

Parents/carers will be contacted by letter if an offer of a place can be made at the school. Parents will then be advised of the process to start their child at the school.

3. Waiting list for a place(s) at St Crispin's School

The Circle Trust as the admissions authority for St Crispin's School will maintain a waiting list for unsuccessful applicants. Pupils on the list will be placed in order according to the criteria used in considering the original applications. Places, if they become available, will be offered to pupils from this list in strict order. Parents/Carers who are unsuccessful will be asked if they wish their son or daughter to be placed on the waiting list for their year and will be advised, on request, where the pupil stands in the list. It should be remembered that a pupil's position on the list may rise and fall as others are added or removed from the list. At the end of the school year the waiting list will end and parents will need to reapply for a place for the following year. Reminders will be sent. Parents/Carers are requested to notify the Data and Admissions Manager if at any time they no longer wish their pupil to be considered for a place at the school.

4. Appeals for a place(s) at St Crispin's School

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact customer.services@bracknell-forest.gov.uk for information on how to appeal.

5. Admission of children outside their normal age group for St Crispin's School

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 the Headteacher and Trustees of The Circle Trust where there is consensus between the parents, school and any relevant professionals asked for their opinion by the committee, 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.

SIXTH FORM ADMISSIONS

1. Admission to the Sixth Form at St Crispin's School

St Crispin's School accepts applications from all students, both internal and external for the Sixth Form. Students must be between the ages of 16 and 18 years old on the 31st August in the relevant funding year. Applications to the Sixth form are made via <http://www.crispins.co.uk/sixth-form/>

For admission to the Sixth Form students will be required to achieve at least a grade 4 in English Language and Maths GCSE. In addition each course has specific entry requirements as detailed in the school sixth form prospectus.

All students attending St Crispin's School at the end of Year 11 will be offered places in the Sixth Form provided they meet the academic requirements and they will be offered places on the courses they wish to follow provided that they meet the specified academic requirements for those courses and provided there are spaces available.

The St Crispin's Sixth Form will offer a minimum of 30 places for external students in September 2020. External Students will be offered places on the courses they wish to take provided they meet the respective academic requirements of those courses and provided there are spaces available. Courses will not run if there are too few students enrolled on to it. Minimum and maximum course numbers will be decided annually by the Headteacher and Local Advisors of the school, and may vary by course.

2. Making an application to the Sixth Form at St Crispin's School

Those wishing to apply for a place in the school's Sixth Form starting in Year 12 in September 2020 should complete the school's Sixth Form Application form <http://www.crispins.co.uk/sixth-form/> which is available on the school's website and the deadline for submission will also be published at this time.

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

3. Criteria for admission to the Sixth Form at St Crispin's School

The Trust will admit all applicants for whom there are places available on courses they wish to pursue provided they meet the entry requirements and the specific subject academic requirements. Should there be more applicants than places, then places will be allocated to pupils who fall into the following criteria in order of priority. Within each criterion applicants will be ordered according to the distance they live from the school measured as a straight line between the Land and Property Gazetteer address points for the home address and the school, using the Local Authority's computerized mapping system.

Offers of places to external students will be subject to the school confirming date of birth or right of abode by examination of the birth certificate and/or student's passport, as appropriate. All students must have the legal right of residence in the United Kingdom at the start of their study programme

The Trustees are required to admit all students with an Education, Health & Care plan that name this school in the EHCP and meet the specified academic requirements; these students will be admitted first.

Students already attending the school at the time of application are prioritised for entry to the sixth form. The following criteria referred to above will be applied to applicants who do not attend the school:

- A. Looked After Children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- B. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
- C. The children of staff at St Crispin's School where that member of staff is the legal parent and guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at a school for 2 or more years at the time of application for the place or the member of staff is recruited to fill a vacant post within St Crispin's School where there is a demonstrable skill shortage.
- D. All other applicants meeting the academic requirements.²

Notes

Looked After Children

If a parent or LA (where relevant) wishes to apply under this criterion it is their responsibility to ensure that all relevant paper work is submitted with the application, for example of a copy of the relevant order issued by the family court. Should a parent not submit any relevant documentation with their application it will be assumed that the parent does not wish these circumstances to be taken into account.

Academic requirements

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

Address

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

Out-of-age-group admission

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

Re-sits and re-takes

Applications by students who wish to re-sit or re-take a full year will not be accepted as they are not generally eligible for funding. Exceptions to this may be considered if the student can demonstrate there are exceptional circumstances outside of the control of the student or the institution, such as a period of long term sickness. In cases such as these, students will be admitted at the discretion of the Headteacher, and will be asked to provide evidence of the exceptional circumstances (As detailed in ESFA guidance).

4. Late applications to the Sixth Form at St Crispin's School

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

5. Accepting or declining the offer of a place in the Sixth Form at St Crispin's School

Places are offered on the understanding that there is a commitment to meet the academic requirements of the school and the individual courses. Applicants are required to accept or decline the allocated place by replying to the formal offer sent by email from St Crispin's School. Students should reply accepting a place by the deadline in the email. The deadline will also be given in the Sixth Form prospectus. If a reply is not received, there will be one further email warning and failure to respond may result in the place being withdrawn. Applicants are requested to advise the school at any stage if they are not accepting the place for any reason.

6. Enrolment in the Sixth Form at St Crispin's School

Students are required to enrol on their chosen courses during the allocated Enrolment Days at the start of the Autumn Term. Failure to enrol on their chosen courses in advance of the beginning of the school year, may result in the place being withdrawn. The completion of the relevant enrolment documentation denotes successful enrolment. Students who wish to change, or do not satisfy the course requirements of their chosen course(s), will be offered alternative appropriate courses, where available. Students wishing to study a course that is full will be placed on a waiting list. Admission criteria, as detailed above will be used to allocate any additional places.

7. Appeals for entry to the Sixth Form at St Crispin's School

Children and/or parents (of the child who have been refused a place) have the right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the school for information on how to appeal. Information on the timetable for the appeals process is on the school's website.

Helpful contacts

All admission documents and copies of admission forms are available on St Crispin's School's website
<http://www.crispins.co.uk/admissions/>

Any queries regarding admissions can be directed via admissions@thecircletrust.co.uk

The Data and Admissions Manager

c/o The Circle Trust

St Crispin's School

London Rd

Wokingham

RG40 1SS

Any queries about Wokingham's admission arrangements should be addressed to the team

School Admissions Team

Email schooladmissions@wokingham.gov.uk

Pupils' Services

Telephone (0118) 9746146

Wokingham Borough Council

P O Box 156 Shute End

Wokingham

Berkshire RG40 1WN

Waingels

Admission arrangements for academic year 2020/21

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

Year 7 Entry

- The PAN (Published Admission Number) for entry in September 2020 is 240.
- The school uses the Wokingham Borough Council Admissions Service which publicises the school to parents in the same literature as for other Wokingham schools. The School will participate in the co-ordinated arrangements made by Wokingham Borough Council. Parents/carers wishing to send their children to Waingels should submit an application to their home Local Authority and follow the guidance of that Local Authority regarding deadlines for submitting the application. This information will be published in Local Authority admission guides.
- Applications received after the published deadline (31 October 2019) will be treated as a 'late' application and be considered after the on-time applications have been allocated. If there is good reason i.e. the family has moved to the area after the closing date, or the illness of a single parent prevented them submitting an on-time application, the application may be treated as on-time, provided it is received by 15 January 2020. In such instances evidence may be required.
- Children with an Education Health and Care Plan (EHCP), or a statement of Special Educational Needs that names the School in the plan or the statement will be allocated a place above all other applicants.
- If there are more applicants than places available, applications will be prioritised in accordance with the following over-subscription criteria;
 - a) Looked after children or children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order. *
 - b) Children who have exceptional medical or social needs as the grounds for their admission to Waingels. *
 - c) Children whose permanent home address is **inside** the designated area of the school and who have 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. *
 - d) Children whose permanent home address is **inside** the designated area of the school.
 - e) Children whose permanent home address is **outside** the designated area of the school and who have 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. *
 - f) Any other children.

* See Appendix A

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

Tiebreaker

Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. Where this is the case, the following tiebreaker will be applied to decide which of the applicants can be offered places, and the waiting list order. Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home

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

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

Residency Requirements

Home address

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

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

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already owns a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The latest date for submission of evidence to support a move is 15 January 2020.

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

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

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

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

Split living arrangements

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

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

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

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

Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications, unless evidence is provided that the family is returning to a property that they own in the Borough by 15 January 2020. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the school Admissions Team.

Service Families

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

Children with birth dates in the same academic year

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

Accepting or declining the offer of a place

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the home local authority in accordance with their co-ordinated scheme (Wokingham Borough Council's states two weeks from the date of the offer letter). If a form is not received, there will be one further written warning and failure to respond may result in the place being withdrawn. Parents are requested to advise the local authority at any stage, if they are not accepting the place for any reason.

Waiting Lists

After 1 March 2020 a 'waiting list' will be administered if the school has more applicants than places available. A child's position on the waiting list is determined by applying the over-subscription criteria as described above. Positions on the waiting list may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on the waiting list. Waiting lists will be maintained until 30 September of Year 10 to fill places that may become available during the school year. Parents will receive periodic requests to see if they wish to remain on the list. Children who are the subject of a direction by the Secretary of State for Education to admit or who are allocated to Waingels in accordance with an in-year fair access protocol will take precedence over those on the waiting list.

In Year admissions to Years 7-11

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

The number of places for each year group is 240.

Parents wishing to apply for a place at the school should complete the in-year application form available at www.wokingham.gov.uk/admissions and return it to Wokingham Borough Council.

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

If there is no pupil on the waiting list for the year into which the applicant is seeking admission, then the Academy Trust will determine whether a place can be offered to the applicant. If at the time of this determination the school has applications from more than one pupil for admission to the same year group, all the applications will be ordered according to the criteria used in determining initial admissions to Year 7 and will be considered in that order.

In reaching a decision on an application for admission to a full year group, the Academy Trust will normally refuse a place unless they are statutorily obliged to admit the applicant or the application is covered by Wokingham Borough Council's Fair Access Protocols.

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

Accepting or declining the offer of a place

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

Appeals

Parents have a statutory right to appeal to an independent appeals panel against the refusal of a place in all year groups at a school for which they have applied. This right does not apply if they are offered a place at the School but it is not their preferred age group.

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

Sixth Form Admissions

The attainment criterion for admission into the Sixth Form is detailed in Waingels Sixth Form Prospectus which will be available online from September 2019.

Internal Students

Waingels welcomes applications from internal students who will have attended Year 11 during the 2018/19 academic year. These students have priority over external students.

External Students

Applications from those not attending the school will be also be accepted. The Planned Admission Number will be 10, but more places may be available subject to the take-up by internal applicants. External students will be offered a place on the courses they wish to take, provided there are spaces available and they have met the specified academic requirements. When applicants can be offered a place at the school but a course they wish to pursue is full, they will be offered an alternative course.

Making an application

Those wishing to obtain a place in the school's Sixth Form starting in Year 12 in September 2020 should complete the school's Sixth Form Application form, which will be available from the school in December 2019. This form must be completed and returned by Wednesday 31 January 2020. Pupils in Year 11 already attending the school will be given a copy of the form.

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

Late Applications

Applications received after the published deadline will be treated as a 'late' application and be considered after the on-time applications have been allocated. If there are exceptional circumstances i.e. the family has moved to the area after the closing date or the illness of a parent prevented them submitting an on-time application, the application may be treated as on time, provided it is received before the date parents are notified of places. In such instances, evidence will be required.

Criteria for Admission

If there are more applicants than places available, applications will prioritised according to the following criteria. Priority will be given within any of the oversubscription criteria below to the applicant whose permanent home address is nearest to Waingels in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by Wokingham Borough Council's School Admissions Team into which the LLPG address points are imported.

This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in meters between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

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

The oversubscription criteria referred to above are:

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

* See Appendix A

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

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

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

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

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

Accepting or declining the offer of a place

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

Appeals

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

General Contact information for all admissions

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

Email admissions@waingels.wokingham.sch.uk

Telephone 0118 969 0336

Fax 0118 944 2843

School Admissions Manager, Waingels, Waingels Road, Woodley RG5 4RF

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

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

Email schooladmissions@wokingham.gov.uk.

Telephone 0118 974 6143

Fax 0118 974 6135

School Admissions Team, Children Services, Wokingham Borough Council, PO Box 156, Shute End, Wokingham, RG40 1WN

Appendix A (WBC determined admissions schemes and Policy 2019/2020)

Note 1

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

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

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child’s social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

Note 2

When submitting applications under criterion B (exceptional medical or social needs as grounds for a child’s admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2019 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.

Notes

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If you or someone you know, would like this information provided in a different format
(e.g. audio tape or braille), please call (0118) 974 6000

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