# School Admission Arrangements



Children's Services

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

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

For entry to schools in

2012 - 2013

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## A) CO-ORDINATED ARRANGEMENTS FOR SCHOOL ADMISSIONS FOR ENTRY FROM SEPTEMBER 2012 TO AUGUST 2013

#### INTRODUCTION

#### 1 Purpose of the Coordinated Schemes

All local authorities are required by law to draw up schemes for co-ordinating admission arrangements for all maintained primary and secondary schools (but not special schools) in their area. In addition to the normal admission round, schemes must also be drawn up for in-year admissions to existing year groups.

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

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

#### 2 Timetable for Consultation and Decision –

The co-ordinated schemes were formulated by the local authority, in consultation with other admission authorities and the Schools Admissions Forum. Statutory consultation must last for at least 8 weeks and be completed by March 1 2011. The final schemes will then be approved by the Council's Executive on 31 March 2011 taking account of the views expressed in the consultation, and notified to the Secretary of State by the statutory deadline of April 15, 2011.

The table below summarises this process.

November 2010	Prior consideration by the Admissions Forum of proposed changes to the Co-ordinated Scheme.	
December 2010 to February 2011	Consultation with schools and other admission authorities on proposed changes in the relevant area.  The Council, and the Governing Bodies of Aided and Foundation Schools, to consult on their admission arrangements for September 2012 where changes are proposed. (Statutory public consultation)	
February 2011	Further consideration by the Admissions Forum of the proposed changes and outcome of the consultation.	
1 March 2011	Statutory date by which consultation must be completed	
31 March 2011	Admissions policy to be considered and determined by Council's Executive	
15 April 2011	Statutory deadline for co-ordinated schemes to be determined and notified to the Secretary of State and relevant admissions authorities	

#### 3 Admission Numbers

Children's Services carries out a Net Capacity Assessment of all maintained schools in Wokingham Borough to determine the Indicated Admission Number for individual schools. Admission authorities must have regard to this number when identifying published intakes within their admission arrangements. Wokingham Borough publishes the admission number (either the **Indicated Admission Number** or, where a different intake is agreed in consultation with the school's governing body, the resulting **Planned Admission Number**) for all community and voluntary controlled schools. Together with the admission numbers determined by governing bodies for voluntary aided and foundation schools, these are published in the Parent's Guides to Admissions. The admission numbers proposed to apply for entry from September 2012 are set out within the Primary and Secondary Co-ordinated Schemes (pages 16 and 24).

#### 4 Timetable for Co-ordinated Admissions Schemes 2012-13

DRAFT TIMETAE	BLE CO-ORDINATED ADMISSIONS SCHEMES 2012-2013
Date	Action
15 July 2011	Maintained schools to provide school information to enable composite prospectus to be compiled
12 September 2011	Composite prospectus published on council's website
By 9 September 2011	Application packs for secondary transfer to be distributed via primary schools and on request
12 September 2011	Online admissions open for applications for transfer to secondary school
31 October 2011	Closing date for secondary transfer applications
21 November 2011	Secondary transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration
November 2011	Application packs to be posted for entry to primary to parents of children who attend Wokingham Borough early years' settings, or who have registered with the School Admissions Team. Packs for children who are transferring to junior school to be distributed via infant schools, or on request
21 November 2011	Online admissions open for applications for entry to primary and transfer to junior school
1 January 2012	Closing date for evidence to be provided to meet Wokingham Borough Council criteria for those transferring to secondary school
13 January 2012	Ranked lists to be submitted to the local authority by own admission authority schools for secondary transfer

16 January 2012	Closing date for entry to primary and transfer to junior school applications, together with aided schools' supplementary information forms, if applicable.  Deadline for provision of evidence to meet oversubscription criteria
15 February 2012	SEN Team to inform parents of pupils transferring to secondary school or to junior school with statements of special education need of their allocated school
7 February 2012	Entry to primary and junior transfer applications to be forwarded to Wokingham Borough own admission authority schools for consideration
1 March 2012	Secondary offer day – letters posted by first class post. Outcome of online applications can also be viewed online.
15 March 2012	Secondary transfer: Closing date for notification of appeals to be heard together Deadline for accepting the offer of a place Late applications to be processed Waiting list information available
23 March 2012	Ranked lists to be submitted to the local authority by own admission authority schools for the entry to primary and junior transfer
30 March 2012	Final co-ordination with other local authorities for entry to primary and junior school transfer
20 April 2012	Starting school and transfer to junior school offer day – letters posted by first class post
4 May 2012	Entry to primary and Junior Transfer: Closing date for notification of appeals to be heard together Deadline for accepting the offer of a place Late applications to be processed Waiting list information available
End May/early June 2012	LOCAL AUTHORITY to advise schools of final allocation details
May/June 2012	Secondary appeals to be heard
June/July 2012	Entry to primary and junior school transfer appeals to be heard

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

#### 1 Overview of the scheme

The primary admission arrangements will operate on the basis of the Government's recommended model of an equal preference scheme. This arrangement allows each

preference to be considered individually, taking account of the admissions criteria. Where a child can potentially be offered a place at more than one of the preferred schools the single offer is for the school ranked highest by the parent. Information may be exchanged with other authorities if an application is received from an applicant living in that authority. In all cases, parents applying to Wokingham Borough Council will receive the offer of a school place on the offer date prescribed in the Council's timetable. If a place cannot be offered at any of the preferred schools, a place will be offered at

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

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

Parents will be able to register an interest for a place at their preferred school and will be encouraged to do so. Initial contact forms will be provided for this purpose. This is not part of the application procedure but this information will be shared with the authority and contribute to the database for the distribution of application forms. Parents are advised to register their child's details with the School Admissions Team, which will enable parents to be issued with a single application form on which to rank schools in order of preference.

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

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

Parents will be asked to express up to 4 preferences in ranked order and to give reasons for these preferences if they wish to do so.

Parents will complete the common application form and return it to Children's Services by the agreed deadline. Acknowledgement cards will be issued with the common application form. Where parents complete and return these stamped and addressed, they will receive postal confirmation of the receipt of their form. Children's Services will record receipt of the form and validate the application (checking proof of address by reference to Council Tax records). For online applications, validation where possible will also be electronic, for example by reference to other data held by the Council. Children's Services will forward all applications / preferences for voluntary aided schools within the Borough for allocation by their governing bodies, in accordance with their own admissions criteria.

These schools will then forward their ranked lists to Children's Services within an agreed timescale.

Children's Services will issue all offers of places at maintained schools to parents living in the Wokingham Borough including, where applicable, offers on behalf of the governing bodies of aided and foundation schools or other local authorities. Each child will receive a single offer on a date determined by the home local authority's scheme. Offers will be accompanied by an acceptance form. Parents will be advised that if they fail to accept an offer of a place within 14 days of the offer letter, the offer may be withdrawn after one further written reminder being issued. This part of the scheme is important in allowing early identification of spare places at oversubscribed schools, which can then be allocated from waiting lists. Where a preference cannot be offered parents will be informed of the reason why and of their right of appeal.

#### 2 Nursery and Foundation 1 Admissions

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

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

#### 3 Timing of entry to Primary Education

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

For admission to the 2012/2013 academic year, the local authority will offer all children a full time school place from the September following their 4<sup>th</sup> birthday.

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

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

#### 4 Applications for Foundation or Voluntary Aided Schools

The coordinated admissions scheme does not affect the duty of the governors of academies, foundation or aided schools to set and apply their own admissions

arrangements. These schools continue to be able to operate their own admissions criteria, which are required to be clear, fair and objective.

Children's Services' Parent's Guide for primary school admissions will include the agreed admissions policies of all voluntary aided and foundation schools within Wokingham Borough. Parents will be provided with a single source of information setting out the admissions criteria for all schools in the Borough for which applications can be made under the scheme.

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

Children's Services will send out any appropriate supplementary forms to any applicant who names an academy, aided or foundation school as one of their preferences. Common application forms and additional forms will be returned to Children's Services who will then pass the relevant information on to the governing body, alternatively supplementary forms may be returned direct to the school concerned.

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

#### 5 Publicity / Information

Details of the agreed scheme for entry to primary education will be publicised in advance and full details of the arrangements will be published in Children's Services' Parent's Guide to Primary School Admissions. This guide will be published on the council's website by September 12, 2011 and hard copies will be sent to parents during November 2011. It is the responsibility of parents to ensure that they register their child's details with the School Admissions Team either on paper or online in order to receive an application pack.

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

#### 6 Detailed arrangements of the scheme

#### Admission outside normal age group

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

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

#### Pupils with a Statement of Special Educational Needs

Admissions arrangements for statemented pupils will continue to be managed by the Special Educational Needs Team. Parents are invited to complete the common application form and where identified, preferences will be shared with the Special Educational Needs Team.

#### Non Wokingham residents wishing to apply for WBC schools

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

#### Wokingham residents wishing to apply for non Wokingham schools

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

#### Multiple offers

Multiple offers are eliminated under these revised arrangements but parents remain free to make applications to the independent sector.

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

#### Appeals

All applicants who were not allocated their first preference will be informed of their right of appeal. Children's Services will ensure that appeals are arranged for the Borough's community and voluntary controlled schools. The governing bodies of academies, foundation and voluntary aided schools must determine their own appeal arrangements, although they may choose to do so via the local authority.

#### 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. Positions on the list will be determined by applying the over-subscription criteria outlined above. Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications.

Waiting lists will be retained by Children's Services to fill places that may become available during the school year. Parents will be asked to inform Children's Services if they wish to remain on waiting lists and will receive periodic requests to see if they wish to remain on the list. If academies, voluntary aided or foundations schools have stated that they operate waiting lists in their policies, the waiting list will transfer to the

school on 31 December 2012, unless the governing body indicates that they want the local authority to hold their lists.

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.

#### Applications made after the closing date but before offer date

An application will be considered "late" where it is submitted after the published closing date for applications for entry to primary school and the infant to junior school transfer. Children's Services will require evidence to support the reason for the late application. If this is accepted then the application will be processed as if it were received on time.

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

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

#### Applications made after the offer date but before 31st August 2012.

All late applications will be processed by the application of the admissions criteria where necessary. Where possible a place will be offered at a preferred school with places available. If this cannot be achieved a place will be allocated at the nearest school to the home address with vacancies if they live in the Wokingham Borough No offer will be made to those children living in outside of the Borough as it is the responsibility of the home authority to provide a school place. Parents retain the right of appeal.

#### Change of preference

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

Parents who wish to change their preference after the closing date will not be allowed to do so without a genuine reason for doing so, e.g. the family has recently moved to another address for a school not previously requested, and will not therefore be included on waiting lists. Requests for a change of preference will be considered by an Admissions Panel of at least two officers.

A maximum of **four** preferences can be held at any one time.

#### Admission to Junior Schools

These arrangements will be managed centrally by Children's Services. existing data, Children's Services will pre print application forms for all year 2 pupils, living in the Wokingham Borough, registered at Wokingham Borough infant schools in October 2011. These forms will be sent to parents together with the Parent's Guide to transferring into year 3 of a junior school in Wokingham Borough, via their school in November 2011. Forms will also be available from Children's Services for any other parents living in the Wokingham Borough of children in year 2 wishing to apply to transfer to Borough junior schools.

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

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

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

#### Admission to middle schools in other local authorities

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

#### Oversubscription Criteria

Children with statements of special educational needs that name a school in the statement are required to be admitted to the school that is named. The governing body does not have the right to refuse admission.

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

- A Priority will be given to relevant looked after children. A "relevant looked after child" as defined by the regulations means "a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when admitted to the school"
- B Children who have a serious medical, physical or psychological condition which makes it essential that they attend the preferred school, rather than any other. These reasons must be fully supported by written confirmation from the professional person involved with the family. Family medical needs will only be considered in exceptional circumstances. <sup>1</sup>
- In the case of a junior school, children who have attended an infant school with close links with the school.

Junior school	Linked infant school
Emmbrook Junior School	Emmbrook Infant School
Gorse Ride Junior School	Gorse Ride Infant School

Oaklands Junior School	Oaklands Infant School	
Polehampton CE Junior School	Polehampton CE Infant School	
Robert Piggott CE Junior School	Robert Piggott CE Infant School	
St Pauls CE Junior School	Walter Infant School	
Shinfield St Mary's CE Aided Junior	Shinfield Infant and Nursery	
School*	School	
Westende Junior School	Wescott Infant School	
Willow Bank Junior School	Willow Bank Infant School	

<sup>\*</sup> Voluntary aided junior school included for completeness. Individual school admissions policy applies for this school.

- D Children whose permanent home address is in the school's designated area and who have a brother or sister or step brother or step sister or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school.<sup>234</sup>
- E Children whose permanent home address is in the school's designated area
- Children who have a brother or sister or step brother or step sister who have one or more parents in common or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school.<sup>234</sup>
- **G** Children whose parents choose the school on denominational grounds (this applies to voluntary controlled schools only) <sup>5</sup>

#### **H** Any other children

- When submitting applications under category **B** (serious medical, physical or psychological grounds for admission) the supporting evidence for example a letter from a doctor, registered health professional or social worker, should clearly set out the particular reasons why the pupil needs to attend the school in question. The LA must be satisfied that the preferred school is the **only** school that can meet a particular child's needs. The supporting evidence should explain why this is so, and the difficulties that would be caused were the child to attend an alternative school. Further information may be required and you will be requested to provide this by the deadline for applications. Failure to provide sufficient supporting information by the deadline will mean that the application will not meet this criterion.
- For Nine Mile Ride Primary School, children who had siblings attending the school on 5 September 2005 but resided in Gorse Ride Infant and Junior Schools' designated area when places were allocated on a shared catchment basis will be treated as living in the school's designated area.

For schools – see below - where changes to designated areas are being made from 2010-11, children who will have siblings attending the school in September 2010, but resided in what was the former designated area (or former shared area) when these places were allocated, will be treated as living within the school's designated area (criterion D). This clause will no longer be applied after 31 August 2015.

Bearwood Primary School and Winnersh Primary School
Farley Hill Primary School, Lambs Lane Primary School, Shinfield Infant & Nursery

School

Lambs Lane Primary School and Shinfield Infant & Nursery School
Colleton Primary School, Polehampton CE Infant & Junior Schools & Sonning CE
Aided Primary School

- <sup>3</sup> In the case of linked infant and junior schools, the application will be treated as meeting criteria D or F if the child's brother or sister (or step-brother or sister) will be at **either** of the two schools at the time the child would enter the school.
- 4 Where a parent has expressed a preference for their designated area school but the local authority has been unable to meet this or any other preference, the local authority will allocate the most accessible school with available places. In such cases, the parent may have a preference for the child's younger sibling to attend the same school. In such cases this school may be regarded as if it were the designated area school and sibling application (to this or the actual designated area school) would be treated as meeting criterion c (sibling within designated area). Parents would need to notify the admissions team at the time of application that they wished this exception to apply.
- If parents are applying on denominational grounds (Category G) for places at voluntary controlled schools, Children's Services will expect that at least one parent, or guardian, frequently attends for worship a church within the Christian faith that is a member of Churches Together in Britain over the previous year. 'Frequent' is defined as at least twice a month for at least 8 months of the year and such attendance will need to be confirmed by the local clergy.

Voluntary controlled schools are: The Coombes Church of England Primary; Crazies Hill Church of England Primary; Polehampton Church of England Infant; Polehampton Church of England Junior; Robert Piggott Church of England Infant; Robert Piggott Church of England Junior; St Nicholas Church of England Primary; St Paul's Church of England Junior; Woodley Church of England Primary.

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

#### Tie Breaker

Priority will be given within criterion **C** (linked infant and junior schools) to children living within the designated area, then siblings, before applying the tie breaker below.<sup>6</sup>

For all other over-subscription criteria priority will be given to the applicant whose permanent home address is nearest to the preferred school in terms of radial distance. Distances will be measured consistently, using the local authority's computerised mapping system and the distance will be measured as a straight line between the Land Property Gazetteer address points for the respective home address and school.

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

<sup>6</sup> For tie breaker purposes within criterion C, designated area and siblings are defined as in criteria E and F.

#### Designated Area

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

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

#### Residency Requirements

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 in the Borough. Where this is changing, evidence regarding the new address, and disposal of the previous address through a contract for sale or otherwise, will be required. Parents will be asked to declare that the address used will be their place of residence beyond the date of the pupil starting school. The authority 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.

In the case of families of UK service personnel and other Crown Servants, proof that they are being posted to the area (or that their posting abroad is coming to an end) will be treated as meeting the residency criteria.

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, 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. 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.

Temporary addresses cannot be used to obtain school places, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted. 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 the closing date for applications.

If a house move takes place later or information is provided later, the local authority 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.

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

Where the application of oversubscription criteria results in splitting children with either the same birth dates or children born in the same academic year from the same family, places will be offered even if this will result in the school going above the admission number with one exception, where to do so will result in the school breaching infant class size legislation at Key Stage 1 (e.g. class size must not break 30 children to one qualified teacher). In this instance the place will be allocated by the drawing of lots (multiple births) or eldest (birth dates in the same academic year), the unsuccessful child(ren) will be placed and remain at the top of the waiting list, 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 at an alternative school together.

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

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

#### 10 Admission Numbers for 2012-13

PRIMARY SCHOOLS	PUBLISHED	Admission No.
	ADMISSION No.	indicated by Net
		Capacity Assessment
Aldryngton Primary School	45	45
All Saints CE Primary School (Aided)	45	45
Bearwood Primary School	41	30
Beechwood Primary School	45	33
Colleton Primary School, The	35	35
Coombes CE School, The	75	75
Crazies Hill CE Primary School	15	15
Earley St Peter's CE Primary School (Aided)	70	70
Emmbrook Infant School	60	60
Emmbrook Junior School	64	60
Farley Hill Primary School	30	26
Finchampstead CE Primary School (Aided)	17	17
Gorse Ride Infant & Nursery School	60	60
Gorse Ride Junior School	64	64
Grazeley Parochial CE Primary School (Aided)	15	12
Hatch Ride Primary School	30	30
Hawkedon Primary School	70	70
Hawthorns Primary School, The	60	59
Highwood Primary School	30	30
Hillside Primary School	60	60
Keep Hatch Primary School	60	60
Lamb's Lane Primary School	30	30
Loddon Primary School, The	60	60
Nine Mile Ride Primary School	50	50
Oaklands Infant School	60	60
Oaklands Junior School	62	60
Polehampton CE Infant School	60	52
Polehampton Junior School	60	60
Radstock Primary School	60	60
Rivermead Primary School	60	60
Robert Piggott CE Infant School	45	40
Robert Piggott CE Junior School	49	45
Shinfield Infant & Nursery School	60	60
Shinfield St Mary's CE Junior School (Aided)	63	50
Sonning CE Primary School (Aided)	30	30
South Lake Primary School	60	60
St Dominic Savio Catholic Primary School (Aided)	60	60
St Nicholas CE Primary School	20	20
St Paul's CE Junior School	96	96
St Sebastian's CE Primary School (Aided)	24	22
St Teresa's Catholic Primary School (Aided)	45	34
Walter Infant School and Nursery	90	90
Wescott Infant School	56	50
Westende Junior School	60	60
Whiteknights Primary School	60	60
Willow Bank Infant School	60	60
Willow Bank Junior School	60	60
Winnersh Primary School	60	60
Woodley CE Primary School	45	44
TYTOOUIGY OL FIIIIAIY SCHOOL	l 40	74

The proposed admission numbers are in all cases unchanged from those applying in 2011-2012.

## B) CO-ORDINATED ARRANGEMENTS FOR <u>SECONDARY</u> ADMISSIONS FOR ENTRY FROM SEPTEMBER 2012 TO AUGUST 2013

#### 1 Overview of the Co-ordinated Scheme

Common application forms and information will be distributed to Year 6 pupils via their primary school, and documentation will be provided by the relevant local authority for their home address. Completed forms will be sent to School Admissions for processing in accordance with the scheme. Acknowledgement cards will be issued with the common application form. Where parents complete, stamp and return these, they will receive postal confirmation of receipt of their form.

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

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

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

- The authority has established a common application form.
- Parents will be asked to express up to 4 preferences in ranked order and to give reasons for these preferences if they wish to do so. The preferences can include any Foundation or Voluntary Aided schools and/or any school outside Wokingham Borough. All preferences will be treated as equal initially, and sent out as equal to other admission authorities. However, if more than one school can potentially be offered, the single offer is for the school the parent ranked highest.
- Applications must be received by 29 October 2011.
- o In November Children's Services will send other admission authorities / local authorities' details of applications for their schools.
- In December school admission authorities apply their admission criteria, including any selection tests, and send their own local authority a list indicating the order in which all children applying have priority by reference to over-subscription criteria.

- O Children's Services will draw up similar lists for the community schools in the area, applying all preferences on an equal basis.
- Children's Services will compare the lists for all schools in the area.
- Where a child qualifies for one of the available places at more than one school Children's Services will provisionally allocate a place at the school ranked highest by the parent in their application.
- The lists will be adjusted for any other school for which a preference was expressed, moving another child who was previously not eligible for a place up the list to the provisional place that has been vacated.
- By mid-February Children's Services will have received notifications from other local authorities of places that can be offered by schools in their areas in response to preferences expressed by one of their residents.
- If a place at a preferred school cannot be offered by Children's Services to cross-border applicants, an alternative place will not be considered as the home local authority will be making an offer.
- If Wokingham local authority and another local authority can both offer places, the authorities will determine the place to be allocated on the basis of the ranked preferences.
- Children's Services will consider how to place unplaced children in schools within the area having regard to the reasons expressed by parents for their unsuccessful preferences, but children will normally be allocated the designated area school (if there are places available) or the most accessible alternative school with places available.
- Children's Services will send final lists of pupils to be allocated places to schools in the area.
- On 1 March Children's Services will write to all parents resident in Wokingham Borough who completed an application form, informing them of their child's allocated school place. It will be stated if the offer is being made on behalf of a school that is its own admission authority. If parents have applied online, the results may be viewed.
- Those children not offered places at their higher ranked preference school(s) will be placed on a waiting list for the relevant school(s).
- Offers will be accompanied by an acceptance form. Parents will be advised that if they fail to accept an offer of a place by 15 March 2011, the offer will be withdrawn after one further written reminder being issued. This part of the scheme is important in allowing early identification of spare places at over-subscribed schools, which can then be allocated to from waiting lists.

#### 2 **Detailed arrangements of the scheme**

#### Admission outside the normal age group

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

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

#### Pupils with a Statement of Special Educational Needs

Admission arrangements for pupils with statements will continue to be managed by the Special Educational Needs Team.

#### Appeals

Parents may appeal for any school where their application has been unsuccessful. All unsuccessful applicants will be informed of their right of appeal. Children's Services will ensure appeals are arranged for community schools in the Borough. The governing bodies of voluntary aided schools must determine appeal arrangements for their school.

#### 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. Position on the list will be determined by applying the over-subscription criteria outlined above. Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications. Waiting lists will be retained by Children's Services until such time as the policy is changed to fill places that may become available during the school year and parents will be asked to inform Children's Services if they wish to go on to a waiting lists and 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 a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Waiting list information will be available after March 15, 2012.

#### Applications made after the closing date but before offer date

The closing date for applications for school places in the normal admission round will be October 31, 2011 for secondary schools. Children's Services will, as far as possible, accept applications that are received 'late' for a good reason, e.g. when a single parent has been ill for some time, or a family has just moved into the area or is returning from abroad, provided they are received before January 1, 2012. Changes to existing applications received after January 1, 2012 will be considered as 'late' and considered after the allocation.

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

These late applications will be processed by March 15, 2012.

#### Applications made after the offer date but before August 1, 2012.

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

Co-ordination with other local authorities will continue until August 31, 2012 in order to eliminate multiple offers.

#### Change of preferences

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 Admissions staff by the closing date or amend their online application.

Parents who wish to change their preference after the closing date will not be allowed to do so without a genuine reason for doing so, e.g. the family has recently moved to another address for a school not previously requested and will not therefore be included on waiting lists. Requests for a change of preference will be considered by an Admissions Panel of at least two officers.

A maximum of four preferences may be held at any one time.

#### Admission to upper schools (with an entry age after 11) in other local authorities e.g. year 9 transfer

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

#### Sixth Form Admissions

As with admissions at statutory school age, parental preference will be met where possible. Admissions are managed by each school locally, but must comply with the School Admissions Code. Wokingham Borough Council has adopted admissions arrangements for community and voluntary controlled schools that include a model sixth form admissions policy. Each school may modify that policy to set out course requirements and criteria i.e. minimum entry qualifications, responsibility for which is currently delegated to schools, together with any additional school-specific Policies will be published in individual school prospectuses. admission numbers are published for sixth form admissions at community schools, as external applications are dealt with on an ad-hoc basis subject to the availability of

spaces and courses. The model policy is included as an annex to the coordinated scheme (annex 3)

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

#### Oversubscription Criteria

Children with statements of special educational needs that name a school in the statement are required to be admitted to the school that is named. The admissions authority does not have the right to refuse admission.

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

- A Priority will be given to relevant looked after children. A "relevant looked after child" as defined by the regulations means "a child who is looked after by a local authority in accordance with section 22 of the Children Act 1989 at the time an application for admission to a school is made, and who the local authority has confirmed will still be looked after at the time when admitted to the school"
- B Children who have a serious medical, physical or psychological condition which makes it essential that they attend the preferred school rather than any other. These reasons must be fully supported by written confirmation from the professional person involved with the family. Family medical needs will only be considered in exceptional circumstances. <sup>1</sup>
- C Children whose permanent home address is in the school's designated area and who have a brother or sister or step brother or step sister who have one or more parents in common or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school. <sup>2 3</sup>
- **D** Children whose permanent home address is in the school's designated area.
- Children who have a brother or sister or step brother or step sister who have one or more parents in common or any other child (including an adopted or foster child) for whom the parent has parental responsibility, living at the same address, who will be at the school when the applicant will enter the school. <sup>2 3 4</sup>
- **F** Children whose parents have a preference for single sex education
- **G** Any other children

- <sup>1</sup> When submitting applications under category B (serious medical, physical or psychological grounds for admission) the supporting evidence should indicate clearly why the pupil concerned should attend a particular school. The LA will need to be satisfied that the preferred school is the only school that can meet a particular child's needs. Further information may be required and you will be requested to provide this information by January 1, 2011. Failure to provide information by this deadline will mean that the application will not meet this criterion.
- <sup>2</sup> 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.
- <sup>3</sup> Where a parent has expressed a preference for their designated area school but the local authority is unable to meet this or any other preference, the local authority will allocate the most accessible alternative school with available places. In such cases, the parent may have a preference for the child's younger sibling to attend the same school. In such cases this school may be regarded as if it were the designated area school and sibling application (to this or the actual designated area school) would be treated as meeting criterion C (sibling within designated area). Parents would need to notify the admissions team at the time of application that they wished this exception to apply.
- Siblings of older children at the school, who resided at an address in the previous designated area of the school on 1 September 2011 and continue to live at that address, will be treated as living in the school's designated area (criterion C). This clause will no longer be applied after 30 June 2018.

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

#### Tie Breakers (designated area criteria)

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

- For Maiden Erlegh School only, within criteria C and D, first priority will be given to applicants whose permanent home address is south of the centre line of the A329 and within 600m radius of Maiden Erlegh School, after which priority will be given to the applicants whose permanent home address is the greatest additional radial distance to the alternative designated area school (Bulmershe).5
- For The Holt and The Forest Schools only, within criteria C and D, priority will be given to the applicants whose permanent home address is the shortest combined radial distance to both schools 6

• For all other schools, within criteria **C** and **D**, priority will be given to the applicants whose permanent home address is nearest to the preferred school in terms of radial distance.

Distances in all cases will be measured consistently, using a computerized mapping system and the distance will be measured as a straight line between the Land Property Gazetteer address points for the respective home address and school.

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.

- <sup>5</sup> Additional radial distance is calculated as (distance from home to Bulmershe School) **minus** (distance from home to Maiden Erlegh School), measuring both distances as stated.
- <sup>6</sup> Combined distance is calculated as (distance from home to The Forest School) **plus** (distance from home to The Holt School), measuring both distances as stated.

#### Tie Breaker - All Other Criteria

Priority will be given within any of the other oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial distance. Distances will be measured consistently, using the local authority's computerized mapping system and the distance will be measured as a straight line between the Land Property Gazetteer address points for the respective home address and school.

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

#### **Designated Areas**

The designated area for each school is now held electronically and can be viewed through the Council's website. These electronic maps represent the definitive descriptions of community secondary school designated areas for the purposes of admission arrangements and oversubscription criteria. Illustrations of the new secondary school designated areas for 2012-13 are included in annex 3.

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

#### Residency Requirements

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 in the Borough. Where this is changing, evidence regarding the new address, and disposal of the previous address through a contract for sale or

otherwise, will be required. Parents will be asked to declare that the address used will be their place of residence beyond the date of the pupil starting school. The authority 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, including nights) with a parents. 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. 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.

Temporary addresses cannot be used to obtain school places, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted. 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 has moved and are living in your new home by January 1, 2012.

If the move takes place later or information is provided later, the local authority 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.

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

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

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

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

#### 4 Admission numbers for 2012-2013

SECONDARY SCHOOLS	PUBLISHED ADMISSION NUMBER	Admission No. indicated by Net Capacity Assessment
The Bulmershe	240	235
The Emmbrook	210	202
The Forest	200	200
The Holt	200	200
Maiden Erlegh	278	278
The Piggott CE	180	180

St Crispin's	189	170
Waingels College	240	240

#### D) **RELEVANT AREA**

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

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

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

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

- Wokingham Admissions Forum
- All Wokingham Borough maintained community and voluntary controlled primary and secondary schools
- All admission authorities (voluntary aided schools) within Wokingham Borough
- Early Years' Forum
- All neighbouring Local Education Authorities
- **Diocesan Authorities**
- Relevant community groups
- Relevant parents

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

- The local authority
- Wokingham Admissions Forum
- All primary or secondary schools within the borough
- Any other local authority whose area comes either within Wokingham's relevant area, or within 8 kilometres of the school if secondary, or 3.2 kilometres if primary
- Diocesan Authorities
- Relevant community groups
- Relevant parents