



**WOKINGHAM**  
BOROUGH COUNCIL

# **Guidance for Parents**

## **School Admissions for Ukraine Nationals & Refugees arriving in the Wokingham Borough**





# INTRODUCTION

*The objective of this document is to signpost applicants where to go in what is an otherwise complex process.*

The Government have set up the Ukraine Sponsorship Scheme which allows Ukrainian nationals and their family members to come to the UK if they have a named sponsor under the Homes for Ukraine Scheme. Phase One of the scheme opened on 18 March for visa applications from Ukrainian applicants who have named people in the UK willing to sponsor them.

The Government has also set up the Ukraine Family scheme which allows Ukraine nationals and dependents to come to the UK to join family members.

Both schemes allow you to live, work and study in the UK and access public funds.

## 1. How do we apply for a school place?

For all school places required this summer term, you will need to make an in-year application. The schools you would like to apply to will depend on whether you will need to apply via Wokingham Borough Council School Admissions or directly to the school themselves.

Many schools are regularly oversubscribed, and there is no guarantee of a place at your catchment, nearest or preferred school, so it is important to think carefully about the schools you are applying for.

Applications should be submitted by the parent. If the application cannot be submitted by the parent, written confirmation is required, from the parent confirming they give authorisation for another person to be added as a contact on the application.

If a school doesn't have enough places for everyone who applies, the [admission rules](#) for that school will be used to decide who will get a place (over subscription policy). Go to the [admission arrangements 2022 to 2023 page](#) to find out more, or additional information can be found in our [parents' guide for primary schools](#) and our [primary guide for secondary schools](#).

**If you want to apply to one of the Primary/Infant/Junior schools below for this current summer term, then you will need to make an [in-year application](#) to Wokingham Borough Council Online.**

### Primary, infant and Junior Schools

- [Aldryngton Primary School](#)
- [All Saints](#)
- [Bearwood Primary School](#)
- [Beechwood Primary School](#)
- [Crazies Hill Primary School](#)
- [Emmbrook Infant School](#)
- [Emmbrook Junior School](#)
- [Farley Hill Primary School](#)
- [Finchampstead Primary School](#)
- [Floreat Montague Park](#)
- [Gorse Ride Infants School](#)
- [Gorse Ride Junior School](#)
- [Grazeley Parochial](#)
- [Hawkedon Primary School](#)
- [Highwood Primary School](#)
- [Hillside Primary School](#)
- [Keep Hatch](#)
- [Lambs Lane Primary School](#)
- [Loddon Primary School](#)
- [Polehampton Infant](#)
- [Polehampton Junior](#)
- [Radstock Primary School](#)
- [Rivermead Primary School](#)
- [Robert Piggott CofE Infant](#)
- [Robert Piggott CofE Junior](#)
- [Shinfield St Mary's Junior](#)
- [Sonning Primary School](#)
- [South Lake Primary School](#)
- [St Dominic Savio Catholic Primary](#)
- [St Nicholas CofE Primary](#)
- [St Paul's CofE Junior School](#)
- [St Sebastian's CofE Primary](#)
- [The Colleton Primary School](#)
- [The Coombes](#)
- [The Hawthorns](#)
- [Walter Infant School](#)
- [Willow Bank Infant School](#)
- [Willow Bank Junior School](#)

- [Windmill](#)
- [Winnersh Primary School](#)
- [Wheatfield Primary School](#)
- [Whiteknights Primary School](#)
- [Woodley CofE Primary School](#)

## Secondary Schools

If you want to apply to one of the Secondary schools below for this current summer term, then you will need to make an [in-year application](#) to Wokingham Borough Council Online

- [The Bulmershe School](#)
- [Maiden Erlegh](#)
- [The Holt](#)

- Please apply via our website for schools we manage in-year admissions for: [Apply for in-year school admissions - moving to a different school](#) making it clear that your previous address was in Ukraine.
- Please provide confirmation of the address the child will be living at from the host family (see below) and a copy of the parent and child's entry documentation (copy of Visa and Ukraine passport).
- The applications should be submitted after reviewing the relevant admission guide. Guides are available on our website:

<https://www.wokingham.gov.uk/schools-and-education/school-admissions/in-year-admissions-moving-to-a-new-school/>

- Applications should only be submitted if you can provide the required supporting evidence.
- Use our [Schools designated areas map](#) to find out which designated or 'catchment' area you live in (or to find the designated area of a particular school. You will need to type in your address, or the name of the school, then click on the search button.
- For more information regarding applying for a school place, read [the Local coordinated in-year admissions \(PDF document.\)](#)
- You should apply once you arrive in the UK.
- Admission is not guaranteed at the preferred schools. If we are unable to offer a listed preference a school will be offered at the closest school with available space. This will be at the catchment school if it has available space or the closest school with available space.
- Where possible, the School Admissions team will try and allocate siblings the same school, but this cannot be guaranteed.
- The School Admissions team cannot guarantee admission at the school that the sponsors children attend or where other family members' children attend.
- For information on schools with available spaces please email the [School Admissions team](#).

## 2. Applying to schools direct

Some schools will want applications direct, and these schools are as follows;

### Secondary Schools

The following schools administer their own in year admissions. Refer to the school's website to apply for a place at the school or to view the school's admission arrangements:

- [The Emmbrook School admissions website](#)
- [St Crispins School admissions website](#)
- [Bohunt School admissions website](#)
- [The Piggott School admissions website](#)
- [Forest School admissions website](#)
- [Waingels Secondary school website](#)
- [Oakbank Secondary School admissions website](#)

### Primary, infant and junior schools

The following schools administer their own in year admissions

Refer to the school's website to apply for a place at the school or to view the school's admission arrangements:

- [Alder Grove Primary School admissions website](#)
- [Oaklands Junior School admissions website](#)
- [Charvil Piggott Primary School admissions website](#)
- [Shinfield Infant and Nursery School admissions](#)
- [Earley St Peter's Primary school admissions](#)
- [St Teresa's Catholic Academy admissions website](#)
- [Hatch Ride Primary School admissions website](#)
- [Wescott Infant School admissions website](#)
- [Nine Mile Ride Primary School admissions website](#)
- [Westende Junior School admissions website](#)
- [Oaklands Infant School admissions](#)

However, it makes sense to include them in any application to the Local Authority as we will support you in applying to the school if we know you are interested in a place there.

## 3. Admission to Nursery/Pre-School

Younger children can go to a nursery or pre-school. We are working with nursery and pre-schools to find spaces <https://www.wokingham.gov.uk/children-and-families/childcare-pre-schools-and-nurseries/>

## 4. Admission to Primary School September 2022

Children born between 1 September 2017 and 31 August 2018 can join school, in Reception, for the first time from September 2022.

National Offer Day for on-time applications was 19 April 2022. As the deadline for on-time applications has passed you will need to submit a late application via our website. A specific form is available for late applications on our website <https://www.wokingham.gov.uk/schools-and-education/school-admissions/starting-infant-or-primary-school-ages-4-5/>

## 5. Admission to Secondary School September 2022

Children born between 1 September 2010 and 31 August 2011 – or currently educated in Year Six – should start secondary school, Year 7 from September 2022.

National Offer Day for on-time application was 1 March and all applications received will be considered as late. You will need to submit a late application via our website. <https://www.wokingham.gov.uk/schools-and-education/school-admissions/starting-secondary-school-age-11/>

## 6. Admission to Junior School September 2022

For those seeking a place to start in Year 3 at a junior school from September, a late infant to junior application may be submitted via our website to us before the end of July 2022 to <https://www.wokingham.gov.uk/schools-and-education/school-admissions/starting-junior-school-age-7/>

## 7. Year 11 Children

Those children born between 1 September 2005 and 31 August 2006 will be in Year 11. Most of the students in this cohort will be taking exams and are on study leave, so it is probable that you will be signposted to our “not in educational, employment or training” (NEET) prevention team for support for now.

This will be until students can take up full-time post-16 educational places from September 2022. Find out more about education options on our [options for Year 11 students, starting sixth form](#) and [learning and development services](#) webpages.

## 8. Children with a special educational need

Wherever possible, children with special educational needs will be educated in a mainstream school, and schools must do everything they can to make sure children with special educational needs get the support they need.

If your child has a Ukraine equivalent of an education, health and care plan contact the special educational needs disability team on 0118 974 6216 or Email [sen@wokingham.gov.uk](mailto:sen@wokingham.gov.uk)

It is not possible for a parent to apply for a place at a special school, within a specialist resource centre or learning centre through the normal school admissions process.

The [Local Offer website](#) gives further information regarding the local provision for children and young people with a disability or special educational needs.

## 9. Evidence required to apply for a School place.

In order to apply for a school place, you will need to supply the following;

- ✓ Copy of child's Passport - you only need to provide the picture page
- ✓ Copy of travel confirmation

**We can accept flight confirmation/boarding pass/ Ferry Booking/Eurostar confirmation and entrance clearance page which has been stamped**

- ✓ Copy of permission letter from UK Visa and Immigrations (UKVI)
- ✓ Evidence of arrival and right to study in UK

**Copy of Entrance clearance, this should be date stamped.**

**Entry stamp is evidence of your right to work, study and claim benefits in the UK.**

**Evidence of address;**

- ✓ Home for Ukraine – Sponsors details
- ✓ Ukraine Family scheme - Family members details and letter from liable person on council tax

## 10. How do we confirm the address?

A simple email to [schooladmissions@wokingham.gov.uk](mailto:schooladmissions@wokingham.gov.uk) saying the following will be sufficient for our needs. We can verify this with the Home Office scheme.

**I (Host Name) of (Host Address) can confirm that (Ukrainian Parent Names) and her/his/their son/daughter (name(s)) are accommodated with me under the Ukrainian settlement scheme from (Date)**

## 11. How long does the school application process take?

Once an in-year application is submitted to us, the schools we manage in-year admissions for work to the following timescales:

- Up to 10 working school days for us to respond to the application and check where capacity is available once all the required information has been provided, such as passports or visas
- The school will confirm the start date with you
- In complex cases another 10 working school days may be required if the case needs to be taken to the **Fair Access Panel** to source a place for your child.
- The panel makes sure children who are having difficulty in securing a school place in-year, are allocated a school place as quickly as possible, minimising the time your child is out of school.
- If a child is placed via the panel route, then the child should be offered a start date within seven school working days

All applications will be processed as quickly as possible, but we need this time to work with schools to ensure there's enough space, equipment and staff to welcome new children into the classes.

## 12. Fair Access

The purpose of [Fair Access Protocols](#) is to ensure that - outside the normal admissions round - **unplaced** children, especially the most vulnerable, are found and offered a place quickly, so that the amount of time any child is out of school is kept to the minimum. When vulnerable and/or hard to place children from groups specified by the Department of Education are having difficulty in securing a school place in-year and it is demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures, then LAs must process these children through a local agreement called a Fair Access Protocol (FAP).

The operation of Fair Access Protocols is outside the main admission rounds and is triggered when it has been determined that a school placement cannot be made under the in-year admission procedures.

To consider the criteria to trigger a Fair Access Placement, legislation that applies to admissions must firstly be taken into account. **As set out in guidance issued by the DfE (July 2021), Fair Access Protocols must not be used to circumvent the normal in-year admissions process.**

All schools are highly experienced in dealing with children that may present a specific need, whether that be medical, physical, educational, emotional and/or behavioural. The majority of primary & secondary in-year applications are processed quickly and children are placed in a school as soon as possible, including those with a specific need. Referrals for a Fair Access Placement will only apply to applicants that meet the fair access protocol criteria, and this will be determined by the Local Authority.

Fair Access Protocols do not apply to all children seeking a school place. The Protocol can only be applied to the placement of children in prescribed groups **and** where a place cannot be secured via the standard in-year admissions process.

Parents/carers cannot apply for a fair access application, cases are determined by the admissions authority.

There is no duty for local authorities or admission authorities to comply with parental preference when allocating places through the Fair Access Protocol.

## 13. What year group should my child be in?

Children are taught according to their chronological age and follow the national curriculum for that age group.

### National Curriculum Year Groups

Year Group	Primary School Age		
Reception	01/09/2016	-	31/08/2017
Year 1	01/09/2015	-	31/08/2016
Year 2	01/09/2014	-	31/08/2015
Year 3	01/09/2013	-	31/08/2014
Year 4	01/09/2012	-	31/08/2013
Year 5	01/09/2011	-	31/08/2012
Year 6	01/09/2010	-	31/08/2011

Year Group	Secondary School Age		
Year 7	01/09/2009	-	31/08/2010
Year 8	01/09/2008	-	31/08/2009
Year 9	01/09/2007	-	31/08/2008
Year 10	01/09/2006	-	31/08/2007
Year 11	01/09/2005	-	31/08/2006

## 14. What are the important things to make sure the application includes?

Where your child has special needs, please indicate this on the application, and if your child had a Ukrainian equivalent of an education health and care plan, that this is mentioned, as we will need to ensure our Special Educational Needs team can support any children who need specialist placements.

## 15. Are we entitled to Free School Meals?

The government has indicated that families coming from Ukraine will be entitled to benefits and therefore you may be entitled to free school meals, at least on arrival. To qualify for free school meals for your child you must receive one of the following:

- Income support
- Income-based job seeker's allowance
- Income-related employment and support allowance
- Child Tax Credit - provided you are not entitled to Working Tax Credit and have an annual income that does not exceed £16,190
- The guarantee element of the State Pension Credit

To apply, you need to complete a [free school meals and pupil premium application form \(PDF document\)](#) and return it to your child's school.

### Infant free school meals in England

Eligible children:

- Every child gets free school meals from when they start school, up until they finish year 2
- From year 3, only children who are signed up to the pupil premium will receive free school meals

For more information visit our [website](#)

Even though every child gets free school meals until the end of year 2, it's still important to apply as your child's school will receive extra funding which it can spend on things like extra staff, books or school trips.

## 16. School Uniform

If you need support with school uniform, local charity First Days runs a drop-in at Woodford Park Leisure Centre (RG5 4LY), every Wednesday from 12.30pm to 2.30pm. Visit the [First Days website](#) for more information.

They can provide all school uniform, including school specific items to children in Wokingham.

Alternatively, please ask at the school and they will try to assist you.



## 17. What if school transport is needed?

If school transport is necessary, applications will be considered sensitively in line with the existing adopted [policy](#)

Your child must meet all the following criteria to be eligible for free school transport:

1. **Be of compulsory school age:** Compulsory school age is the term following your child's fifth birthday until the end of the school year in which they turn 16 years of age.
2. **Attend the nearest available and suitable school:** The child must be attending their nearest suitable school. Where parents name their nearest suitable school as one of their 4 preferences and a place is not available, assistance may be offered to the next closest school, where the other qualifying eligibility criteria are met.
3. **Live the appropriate distance from home to school**

The distance from home to school must be:

- More than 2 miles (if the child is below the age of 8) or
- More than 3 miles (if the child or young person is aged 8 to 16)

The walking distance will be measured from where the home meets the public street, for example from the front gate to the nearest gate or point of access to the school premises, and by the shortest route along which a child, accompanied as necessary, may walk safely. As such, the route measured may include footpaths, bridleways, and other pathways, as well as recognised roads.

If your child meets the eligibility criteria, above, complete the following form to apply for free school transport:

- [Mainstream Travel Assistance Application Form \(PDF document\)](#)

## 18. Can we apply to grammar school?

Yes, you can, but all grammar schools have a selective admission process, and this may take some time to complete.

## 19. Who do we apply to for admission to Sixth Form?

Decisions about applications to the sixth form will be a decision of the school as this is beyond both the UK (16) and Ukrainian (15) compulsory education age. You should contact the school direct.

## 20. Need more help?

Email School Admissions: [schooladmissions@wokingham.gov.uk](mailto:schooladmissions@wokingham.gov.uk)

Or for transport queries, email: [ctu.group@wokingham.gov.uk](mailto:ctu.group@wokingham.gov.uk)

## 21. Information from the government

This is a guide for Ukrainians arriving in the UK. It also includes specific information for those arriving on the Homes for Ukraine scheme. [Welcome: a guide for Ukrainians arriving in the UK](#)

### Questions

➤ **I do not have the required documents to support my application**

Please do not apply yet. If you are unable to provide the required evidence, please email the school admissions team [schooladmissions@wokingham.go.uk](mailto:schooladmissions@wokingham.go.uk)

➤ **I am a sponsor and would like the guest child(ren) to attend the same school as my own children will that be considered?**

Where possible we will allocate a place at a same school/preferred school if it has available spaces. If a school is oversubscribed in the year group required, an alternative school place will be offered.

Some schools consider siblings in their oversubscription criteria. In most cases, sibling is defined as Brother or sister, half-brother or half-sister, adopted brother or sister, stepbrother or stepsister, or the child of the parent/carer's partner, and in every case, the child should be living in the same family unit at the same address. Therefore, **host families' children are not classed as siblings**

➤ **The school you have allocated is not my preferred school. Can my child still be considered for my preferred school?**

Yes, your child will automatically be added to the waiting list for all preferred schools that have been unable to offer a place.

➤ **I want my child to attend a lower year group, will they automatically be considered for the year group I want?**

No, children are always taught in the appropriate national curriculum year group for their age. If there are exceptional circumstances that have been identified by an educational professional and, in some circumstances a medical professional which confirms that it is in the child's best interest to place them in a different year group a request can be made for a child to be offset into a lower year group.

If you wish for your child to be considered in a different year group, please email the school admissions team on [schooladmissions@wokingham.go.uk](mailto:schooladmissions@wokingham.go.uk) before making an in-year application, or contact the relevant school where you are applying where that school manages their own in-year applications.

The appropriate admission authority is responsible for making the decision in the best interest of a child.