



**WOKINGHAM
BOROUGH COUNCIL**

Your Guide To Primary and Junior School Admissions

For Entry In September 2026

Application Deadline: 15 January 2026

Apply online, via the [Council's Citizen Portal](#)

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Key Dates at a glance

Birth range	
Entry to Reception 2026	Starting Junior School
01 September 2021 31 August 2022	01 September 2018 31 August 2019

Website opens and you can apply online	13 November 2025
Closing date for applications	15 January 2026
Deadline for house moves and additional supporting evidence	15 January 2026
National Offer Day & Notifications sent (if 16 March is a Sunday, next working day)	16 April 2026
Response deadline (Acceptances and refusals of any offer should be made by this date)	1 May 2026
Waiting list information available	4 May 2026
Late applications, change of address, change of preference outcomes will be communicated from	4 May 2026
Any appeal should be received by this date. (20 school days following notification that application was unsuccessful)	15 May 2026
Appeals received on-time should be considered by this date (within 40 school days of the deadline for lodging appeals)	20 July 2026
Round closes (Late applications need to be made up to 31 August. From 1 September admissions need to be made via an In Year application)	31 August 2026

1. When will your child start school

In Wokingham, we prefer all reception children to start school in September at the start of the school year so that we can give them the best possible start to school.

All our infant and primary schools provide for the full-time education of all children in the September following their fourth birthday.

If you live outside the Wokingham Borough, you will need to apply to the local authority in which you live.

There is a legal requirement that all children attend school or receive suitable education once they reach compulsory school age. The actual points at which each child reaches this compulsory school age are set out in the table below.

For the 2026-27 school year, the table below sets out the position:

Date of Birth	Date of compulsory school age	Latest date your child may start school full-time
1 September 2021 – 31 December 2021	31 December 2025	The start of the 'Spring' term in January 2026
1 January 2022 – 31 March 2022	31 March 2026	The start of the 'Summer' term in April 2026
1 April 2022 – 31 August 2022	31 August 2026	The start of the 'Autumn' term in September 2026

2. Deferred entry and part time reception places

Most children start school in the September after they turn 4. However, you may feel your child is simply not ready to start school in the September following their fourth birthday. Therefore, you are entitled to **request** either that:

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

3. Summer born children

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

Children born September-December	The start of the 'Spring' term in January 2026
Children born January-March	The start of the 'Summer' term in April 2026
Children born April-August (Summer Born)	The start of the 'Autumn' term in September 2026

Children born September-December

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

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

If you would like to do this, you must:

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

Children born January-March

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

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

If you would like to do this, you must:

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

Summer Born Children (April-August)

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

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

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

4. Summer Born Children - Options for delaying entry into reception

- Option 1: Postpone your child's start to later in the year
- Option 2: Attending school part-time
- Option 3: Delaying admission by a year

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

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

If you would like to do this, you must;

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

Summer Born Option 2: Attending school part-time

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

If you would like to do this, you must;

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

Summer Born Option 3: Delaying admission by a year

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

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

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

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

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

1. Apply for a school place in their child's normal age group, during the winter before their child's 4th birthday. The deadline for applications is 15 January before their 4th birthday.
 2. Complete Wokingham borough Council's **Summer Born Deferral Request Form**
 3. Meet with the headteacher of the school, and any others you plan to apply for, to discuss the options available. Discuss both the possible benefits and disadvantages of the child starting school a year late.
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- If you plan to apply for Wokingham Borough community or voluntary controlled schools, the Wokingham borough Local Authority will consider your request
 - If you plan to apply for academies, free schools or voluntary aided schools, the school will consider your request
 - If you plan to apply for schools outside the Wokingham Borough, you will need to discuss their procedures with them directly.

If a request to delay admission is agreed

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

5. Deferred Entry -Seeking Advice

- Most children start school in the September after their fourth birthday, but some children will benefit from a delayed school start, particularly if their school readiness has been delayed by a medical condition or developmental delays.
- Teachers understand that children develop at different rates and have different starting points when beginning school. They know some children need more support than others and are trained to adapt their teaching to suit individual children's needs.
- You might find it helpful to speak to the staff at the schools you are considering for your child, for example the reception teacher or the headteacher. You can discuss any concerns you have about your child's readiness for school and ask them how they help children to settle in and how they would support your child.
- You may also wish to visit the schools to find out more about how children learn and play in the reception year.
- You can also talk to your child's early years provider. They will be able to support your child to get ready to start school and to let you know if there is anything you can do at home. They can also tell you if your child could stay at that early years setting until they are 5.
- You may want to talk to any specialist services your child is involved with, for example if they see a speech and language therapist or occupational therapist or are under specialist medical care.

6. Deferred Entry - Making A Decision

- You need to apply for a primary school place a year before your child starts school. Applications open on 13 November and close on 15 January.
- You should apply to the local authority for a school place as normal – as if your child were going to start school at age 4 – even if you think you want to delay their start until age 5. If you do not want your child to miss their reception year, you should submit a request for admission out of the normal age group to the school's admission authority at the same time.
- This means you will need to decide whether or not you want to request admission out of the normal age group in the autumn following your child's third birthday. Remember that your child will do lots of growing and developing before they reach the point at which they could start school.

- If you decide to delay your child starting school until the September following their fifth birthday but do not request admission out of their normal age group at this time, your child will start school in year 1.
- You will need to make an in-year application for a school place for your child and the school admissions team at your local authority can advise you on when it would be best to make such an application.

Some schools are likely to be full at this point and unable to offer you a place. Schools are unable to hold a place for your child from the previous year.

7. Nursery to Reception class

Children do not automatically transfer from nursery to a Reception class so you must complete an application for a Reception place.

8. Children with an Education, Health and Care Plan (EHCP)

If your child has an education, health and care plan, you should not complete the application form as your child's school placement will be dealt with by the Special Educational Needs and Disabilities Team. To contact the SEND Team please email [**SEN@wokingham.gov.uk**](mailto:SEN@wokingham.gov.uk)

If your child is undergoing an education health and care needs assessment which is **not yet complete**, please apply as normal. Your application will be withdrawn if an EHCP is subsequently agreed.

9. When to submit a school place application

You can submit your school place application between **13th November and 15th January** via the [**Council's Citizen Portal**](#)

10. Who to apply to for a school place

Wokingham Borough residents should make applications to Wokingham Borough Council online, via the [Council's Citizen Portal](#) known as the common application form.

The Common Application Form is a form for applicants to express their preferences for places at Wokingham Borough Schools and at schools maintained by other local authorities and academies in other local authority areas.

11. Types of schools

Schools have different bodies that make decisions about a school's policy and admitting pupils, depending on the type of school that they are. The responsible body is known as the 'admissions authority'.

The Admission Authority for each school is responsible for setting its admission arrangements and deciding which children are given priority for a place, in accordance with the published admission criteria.

Community and Maintained Schools

Wokingham Borough Council is the admission authority for these schools and makes decisions about the policy they use for school admissions. **These schools use the Wokingham Borough Council admissions policy. (WBC Maintained)**

Academy Schools (Non – Maintained Schools)

Academies receive funding directly from the government and are usually run by an academy trust. They have more control over how they do things than community schools, who are guided by the local authority. Academies are inspected by Ofsted. They have to follow the same rules on admissions, special educational needs and exclusions as other state schools and students sit the same exams.

Academies set their own admissions policies and term times.

Voluntary Aided Schools (Non – Maintained Schools)

Voluntary Aided (VA) Schools are funded by the local authority but have more freedom to change the way they do things - sometimes they are supported by representatives from religious groups. The admissions authority for these schools is usually the school's governing body. **The governing body of the school is responsible for deciding on admissions to the school.**

Free Schools (Non – Maintained Schools)

These are schools set up by non-profit agencies and set their own policies. They operate in a similar way to an academy school in relation to school admissions. **Free schools set their own admissions policies.**

12. Transferring to Junior School

Children at infant schools in the borough will normally transfer to their linked junior school at the age of seven, but you must apply for a junior school place. Parents of all year 2 pupils, living in the Wokingham borough, will be able to apply on-line from November 13.

The process is the same as applying for a primary school place. When you have completed and submitted your application you will receive an instant email confirmation. You can then make changes to your application up until the 15 January, the closing date.

How to apply for a Junior School

You can submit your school place application between **13th November and 15th January** via the [**Council's Citizen Portal**](#)

You will need to give the name of the school you want your child to transfer to (this should be your child's linked junior school).

ONLY Junior school preferences will be considered, do not include Primary schools on your application.

Most linked schools are on the same site and have the same name. We treat the following as linked schools:

Linked Infant School	Linked Junior School
Emmbrook Infant School	Emmbrook Junior School
Gorse Ride Infant School	Gorse Ride Junior School
Oaklands Infant School*	Oaklands Junior School*
Polehampton CE Infant School*	Polehampton CE Junior School*
Robert Piggott CE Infant School	Robert Piggott CE Junior School
Shinfield Infant & Nursery School*	Shinfield St Mary's CE Aided Junior School*
Walter Infant School	St Paul's CE Junior School
Wescott Infant School*	Westende Junior School*

13. Catchment/Designated area

Some schools use a catchment area (also known as a designated area) as part of their admissions criteria. This is a specific geographical area around a school. If your home address falls within this area, your child may be given higher priority for a place if the school is oversubscribed.

It is important to note that your nearest school may not necessarily be your catchment school. We strongly recommend checking which catchment areas include your home address before submitting your application. You can do this using our [Schools designated areas map.](#)

Please remember:

- The map is for guidance only.
- Contact the School Admissions Team for queries relating to Wokingham Borough schools.
- For Academy or other non-maintained schools, please contact the schools directly.

While most schools give high priority to children living in their catchment area when oversubscribed, a place is not guaranteed. If the school is full in your child's year group, they may not be offered a place—even if you live within the catchment area.

14. Which schools to apply for

You can apply for a reception or junior school place at any maintained or academy (non-fee paying) mainstream school on your home authority's online system, as long you are applying for the school's natural year of entry. **This is reception for primary schools and year three for junior schools.**

If you live near the Borough boundary, you should consider applying for schools in neighbouring authority areas such as Reading or Bracknell Forest for example, as they may have schools closer to your home address. You will still need to make your application through Wokingham Borough Council.

If you are submitting preferences for schools outside of Wokingham, it is essential that you also contact the Local Authority who maintains the school you are applying for, to check their closing date, supplementary information form and identification document requirements.

If you submit invalid preferences, such as an independent school or a school where the year group you are applying for is not the natural year of entry, these preferences will be discarded, and you may not be offered the opportunity to name other schools in their place.

IMPORTANT - If you do not name the nearest suitable schools in your original school place application, your child is unlikely to be eligible for travel assistance. The nearest school may not be a Wokingham school or your catchment/designated area school. Please check if a school in a neighboring Local Authority is a closer school to your home address, if getting your child to and from school may be an issue for you.

15. How many schools to apply for

You can name **four** schools on your application in order of preference. **It is strongly recommended that you use all four preferences, and that you name all of your nearest schools.**

If you only apply to one school, you will only be considered for that school. You may then be allocated a school that is not one of your preferences, that is further from your home address and to which you may not be entitled to travel assistance should your preference be unsuccessful.

16. Deciding which school(s) to include as a preference

When choosing schools to list on your application, we recommend considering those closest to your home address, **including schools in neighbouring boroughs**. These are often easier to travel to and may be more likely to offer your child a place.

Each school has its own admissions policy, which outlines how places are allocated and who gets priority when the school is oversubscribed. Reviewing these criteria will help you make informed and realistic choices.

Key Points to Remember

- You can express a preference, but this does not mean you can choose which school your child will attend.
- There is no automatic entitlement to a place at a preferred school, catchment school, or the school nearest to your home.
- Use all four preferences to maximise your chances of securing a suitable place.
- Do not list the same school more than once—it will only count as one preference.
- Your home may not fall within the designated area of your nearest school. Use our [Schools designated areas map](#) to check which schools include your address. While designated area children often receive priority, this does not guarantee a place if the school is oversubscribed.
- We strongly advise including local schools that have historically offered places to children living near your address. Keep in mind that distance thresholds vary each year, depending on demand.

Research Past Allocations

It is essential that you look at how places were allocated at Wokingham Primary Schools over the last few years.

Click on the links below to find out how places were allocated in 2025, 2024, 2023 and 2022.

- [Summary of allocation at Wokingham Borough primary schools 2025 \(PDF document\)](#)
- [Summary of allocation at Wokingham Borough primary schools 2024 \(PDF document\)](#)
- [Summary of allocation at Wokingham Borough primary schools 2023 \(PDF document\)](#)
- [Summary of allocation at Wokingham Borough primary schools 2022 \(PDF document\)](#)

If your nearest school is outside of Wokingham, you are strongly advised to check how places were allocated in previous years. For details of the number of applications received for Bracknell Forest and Reading Schools and how these were ranked against the relevant admissions criteria, please follow the links below;

- [Bracknell Forest Schools](#)
- [Reading Borough Schools](#)

Final Tips

List schools in genuine order of preference, including any out-of-borough options.

If you only list one school and don't meet its criteria, your child may be offered a place at the nearest school with available spaces, which may not be local.

You can compare schools in England on [GOV.UK](https://gov.uk). The [GOV.UK](https://gov.uk) website provides a tool to compare school performance, allowing you to review performance data, test and exam results, Ofsted ratings, and other relevant information.

17. Completing your application

If you live in Wokingham Borough, you can apply for a school place either:

- **Online** via the [Council's Citizen Portal](#), or
- By requesting a paper application form from: schooladmissions@wokingham.gov.uk

We strongly encourage you to apply online, as it is quicker and more secure. If you apply this way:

- You'll receive an email notification on National Offer Day.
- You can then log into the portal to view your offer and accept or decline it online.

If you submit a paper application and provide an email address, you'll also receive your offer by email from 9am on National Offer Day. If no email is provided, your offer will be sent by post. Please note **results cannot be given over the phone**.

To avoid delays:

- Submit your application **online wherever possible**.
- Scan and email any supporting documents to: schooladmissions@wokingham.gov.uk

Child's Name and Address

Please provide your child's legal name and the address where they live permanently. This should be the address where your child will continue to live beyond the date they start school.

If your child lives between two homes due to separated parents sharing responsibility, you must agree on one address to use for the school application. **The address used must be where the child spends the majority of their time.**

If care is shared equally (50/50), parents must jointly decide which address to use. The Admissions Team will assess whether the chosen address can be accepted, based on the information provided and records held.

You must not use the address of a relative, friend, or childminder. If you have recently moved or are planning to move, you must send proof of your child's new permanent address.

School preferences

You can name up to four schools on your application, listed in order of preference. Your first preference should be the school you want most for your child, as we will aim to offer a place there if possible.

Please note:

- Do not include independent (private) schools on your application. These must be applied for directly with the school.
- Think carefully about the order in which you list schools. If your child qualifies for more than one, you will only receive an offer for the highest-ranked school for which they are eligible. Lower-ranked offers will be automatically withdrawn.

Order of preference

You should think carefully about your order of preference when you decide how to list the schools for which you are applying. This is because if your child qualifies for a place at several schools, you will only be made one offer, to the school with the highest preference for which your child is eligible. Any offers to a lower preferred school will be automatically withdrawn to ensure each child only receives one offer.

Reasons for your preference

There is space on the application form to explain why you are applying to a particular school, but this is **optional**. Your reasons will only be considered if they relate to the school's **oversubscription criteria**.

If you are applying under **medical or social grounds**, you **must** tick the relevant box and provide supporting information. This helps us understand if there are specific reasons why your child should attend a particular school.

Siblings

If your child has a brother or sister already attending one of your preferred schools, you may be eligible for sibling priority. To ensure this is considered:

- Include details of the youngest sibling currently attending the school (**not the nursery**) or its linked junior school.
- The sibling must still be attending the school in September of the year your child starts.
- Include step-siblings, fostered, or adopted children living at the same address.

If sibling details are not provided, your child may be given lower priority for a place.

Looked after and previously looked after children

If your child is currently in public care (a 'looked after child') or was previously looked after and then adopted or placed under a child arrangements or special guardianship order, they may be eligible for highest priority under admissions criteria.

- Applications for looked after children must be completed by the designated social worker.
- For previously looked after children, you must provide one of the following:
 - **Adoption Order**
 - **Child Arrangements Order**
 - **Special Guardianship Order**

If your child was in State Care outside England and was adopted, you must provide:

- Proof of adoption
- Evidence that your child was in State Care immediately before adoption

Send the full documents to the Admissions Team by the deadline. Wokingham Borough Council may verify this information with the relevant local authority.

Exceptional Medical, Physical, Psychological, Or Social Need

Not all schools include medical or social need in their oversubscription criteria. These schools **will not consider** medical or social need when ranking applications.

However, if the school you are applying to does include medical/social need in its oversubscription criteria, you may request priority for a place at your highest preference school if your child—or a family member living at the same address—has an exceptional medical and/or social need that makes attendance at that particular school essential.

Important:

- This criterion can **only be considered for your highest preference school.**
- If you tick the medical/social box for multiple preferences, **only the highest one will be reviewed** under this criterion.

Please note that all schools are equipped to support children with Special Educational Needs (SEN). Having SEN alone does not automatically qualify for priority under the medical/social criterion unless there is an exceptional need that makes one specific school essential.

What does not qualify:

- Mild medical conditions (e.g. asthma, allergies)
- A parent's preference based on*:
 - Friendships or social groups
 - Child's aptitude or interests (e.g. music, sport, language)
 - Proximity to a parent's workplace
 - Convenience for drop-off/pick-up routines
 - Childcare arrangements (e.g. proximity to a childminder or grandparent)
 - Sibling attendance at a different school

*This list is not exhaustive

What you must do:

- **Tick the medical/social box** on the application form

Submit supporting evidence by the application deadline to the Admissions Team.

- Evidence must be from a relevant professional:
 - Medical: doctor, consultant
 - Social: social worker, health visitor, housing officer, police, probation officer

The evidence must clearly explain:

- **Why the named school is essential**
- **What facilities or support the school offers**
- **What difficulties would arise if the child did not attend**
- **Why no other school can meet the same need**

Note: Providing evidence does **not guarantee priority**. Each case is assessed individually, and priority will only be given if the evidence clearly supports placement at the named school above any other.

Private fostering arrangements

If you are caring for someone else's child, this may be a private fostering arrangement, and you must notify the Local Authority.

Private fostering applies when:

- A child under 16 (or under 18 with a disability) is cared for by someone who is not a close relative (e.g. not a grandparent, sibling, aunt/uncle, or step-relative)
- The arrangement lasts for 28 days or more

The Council has a legal duty to assess and monitor these arrangements to ensure the child's safety and wellbeing.

Supporting Evidence Checklist

Please provide relevant documents if:

- Your child is **adopted, fostered, or in care**
- You are applying under **exceptional medical or social needs**
- You are **moving house**

Parent and carer declaration

When submitting your application, you will be asked to confirm:

- You have read the admissions guide
- You have parental responsibility and the agreement of all others with parental responsibility
- If there is a dispute, it must be resolved privately or through the family court. The Council cannot intervene in private disagreements.
- Applications subject to unresolved disputes may be delayed or withdrawn, which could affect your child's chance of securing a preferred school place.

Please read the checklist and declaration carefully before submitting your application by the deadline.

18. The preference system when applying for primary school places

You are offered one school place on national offer day. If your child qualifies for a place at more than one school on your list, we will offer you a place at the school that you have placed highest on your list of preferences.

If we can't offer you a place at one of the schools you applied for, we will offer you a place at your nearest **Wokingham school** that has places available.

Equal preference (This is how school places are allocated) – How it works

All local authorities use an equal preference system to allocate school places. Here's how it works:

1. You can list up to four schools on your application, in the order you prefer them.
2. Your child is considered for each school independently, based on that school's published admissions criteria.
3. If your child qualifies for a place at only one school, that's the school you'll be offered.
4. If your child qualifies for more than one school, you'll be offered the one highest on your list.
5. If your child doesn't qualify for any of your preferences, we'll offer a place at:
 - Your designated area school (if places are still available), or
 - The nearest school with space, measured in a straight line from your home.

You'll also receive information about:

- Waiting lists for your preferred schools
- Your right to appeal any decision

19. School admission rules

If a school does not have enough places for everyone who applies, the admission rules for that school will be used to decide who will get a place. Every school has a set of rules, known as the 'admissions arrangements' or 'oversubscription' criteria. Schools that are oversubscribed will follow these rules when allocating places.

Some Primary and Junior schools in Wokingham set their own admissions criteria, but applications for these schools should still be made to Wokingham Borough School Admissions Service using the [Parent Portal](#).

20. Wokingham Borough Community Primary Infant and Junior schools

The schools below are all Wokingham Borough Maintained Primary Schools and follow the Wokingham Borough Council Admission Arrangements. Wokingham Borough Council is responsible for deciding on admissions to these schools. Each school has a published admission number for each year group, and this is the maximum number of children that can be admitted. If there are more children who want a place than there are places available, the school is said to be **oversubscribed**.

Please read the **[allocation statistics document](#)** for a full breakdown of the allocations for these schools in the last admission round.

Wokingham Borough Community Primary Infant and Junior schools

School details	Places available In 2026	Outcome on National Offer Day 2025
Aldryngton Primary School	45	Oversubscribed
Bearwood Primary School	30	All preferences met
Farley Hill Primary School	60	Oversubscribed
Gorse Ride Infant	30	All preferences met
Lamb's Lane Primary School	28	Oversubscribed
Loddon Primary School	60	All preferences met
Radstock Primary School	30	All preferences met
Robert Piggott (Infant)	30	All preferences met
The Colleton Primary School	30	Oversubscribed
Walter Infant School	60	All preferences met
Winnersh Primary School	30	All preferences met
Woodley Primary School	45	All preferences met
Gorse Ride Junior	32	All preferences met
St Paul's C of E Junior School	96	All preferences met
Robert Piggott Junior	49	All preferences met

Admission priority order: If the number of preferences for a school is above the number of places available, places will be offered in the following priority order for Wokingham Borough Community Primary and Junior schools:

- Criteria A:** Children in public care, looked-after children, and previously looked-after children
- Criteria B:** Families who have exceptional medical or social needs as the grounds for their child's admission to a particular school
- Criteria C:** For junior school applications to transfer to year 3. Children who are attending the infant school with close links with the junior school
- Criteria D:** Children whose permanent home address is inside the schools designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school.
- Criteria E:** Children whose permanent home address is inside the schools designated area.
- Criteria F:** Children whose permanent home address is outside the schools designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school.
- Criteria G:** Other children

21. Wokingham Community Primary Infant and Junior Schools Admissions Criteria

Please note that the criteria below apply to the Wokingham Borough Community Schools only. Academies, free and voluntary aided (Church affiliated) schools and schools in other boroughs apply their own criteria to applications and these are available by visiting the school's individual website.

The Oversubscription criteria for Community and Voluntary Controlled Infant, Primary & Junior schools are in the following priority order:

Criteria A: Looked after and previously looked after children

Places will first be given to children who are looked after by a local authority and to children who were previously looked after, including children who were previously looked after outside England, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

Looked after children are;

- Children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g., fostered or living in a children's home, at the time an application for a school is made; and
- Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

- Children who appear (to the local authority) to have been in state care outside of England and ceased to be in state care because of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care because of being adopted

Places will be allocated under this criterion when places are first offered at a school, and the local authority may also ask schools to admit over their published admission number at other times under this criterion. (See note 1).

Criteria B: Families who have exceptional medical or social needs as the grounds for their child's admission to a particular school (See note 2).

Criteria C: For junior school applications to transfer to year 3. Children who are attending the infant school with close links with the junior school by the deadline for applications.

Linked Infant School	Linked Junior School
Emmbrook Infant School	Emmbrook Junior School
Gorse Ride Infant School	Gorse Ride Junior School
Oaklands Infant School*	Oaklands Junior School*
Polehampton Infant School*	Polehampton Junior School*
Robert Piggott Infant School	Robert Piggott Junior School
Shinfield Infant & Nursery School*	Shinfield St Mary's Junior School*
Walter Infant School	St Paul's Junior School
Wescott Infant School*	Westende Junior School*
Willow Bank Infant School	Willow Bank Junior School

***Academy junior schools included for completeness - the school's governing body's admissions policy will apply**

Criteria D: Children whose permanent home address is inside the schools designated area and who has a sibling at the school at the time of application, who is expected to be attending the school when the child will enter the school. (See notes 3 and 4)

Criteria E: Children whose permanent home address is inside the schools designated area.

Criteria F: Children whose permanent home address is outside the schools designated area and who has a sibling at the school at the time of application, who is expected to be attending the school when the child will enter the school. (See notes 3 and 4)

Criteria G: Other children

Note 1

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

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

Applications for looked after children must be completed by the designated social worker.

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

- **Special guardianship order** – This order appoints one or more individuals to be a child's special guardian(s). Refer to **Section 14A of the Children Act 1989**.

- **Child arrangements order** – This order settles the arrangements of the person the child is to live with. Refer to **Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014**. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- **Adoption order** – Refer to **Section 46 of the Adoption and Children act 2002 or Section 12 of the 1976 Adoption Act**.

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

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

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

Note 2

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

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

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

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

Note 3

Your child will have higher priority if they have an older brother or sister at the school you are applying for. The older child must still be at the school when the younger child starts.

'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, foster brother or sister or the child of the parent/carer's partner where the child for whom the place is sought, is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the child currently on roll will leave the school before the sibling starts.

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

In the case of linked infant and junior schools, the application will be treated as meeting criteria D or F if the child's sibling is expected to be at either of the two schools at the time the child would enter the school. At the initial allocation, when a parent is applying for a reception place at an infant school that has both a feeder and a sibling link to a junior school and that child has a sibling currently attending Year 2 of the infant school but who will have left by the time the younger child starts, the reception applicant will be considered under the sibling criterion as part of the initial allocation. This is because, due to the feeder link, they will be expected to still have a sibling at the linked junior school at the time of admission and the parent would have made an application expressing their preference to do so.

Note 4

Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident inside the designated area). **This does not apply however if there is a change of preference after an offer of a school place has been made.**

Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

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

22. Own admission authority schools

This section relates to own admission authority schools in Wokingham. These schools set their own admissions criteria, but applications for these schools should still be made to Wokingham Borough School Admissions Service using the **Parent Portal**. Please click on the school details below to be taken to their website for further information about each school.

Please read the **[allocation statistics document](#)** for a full breakdown of the allocations for these schools in the last admission round.

Own admission authority primary and infant schools

School details	Admissions Authority	Places available in 2026	Outcome on National Offer Day 2025
Alder Grove Primary School	Keys Academy Trust	60	Oversubscribed
All Saints Primary School	The Frays Academy Trust	30	All preferences met
Beechwood Primary School	The Frays Academy Trust	30	All preferences met
Crazies Hill Primary School	Keys Academy Trust	15	All preferences met
Earley St Peters Primary School	Keys Academy Trust	60	All preferences met
Emmbrook Infant	The Circle Trust	60	All preferences met
Evendons Primary School	Bellevue Place Education Trust	60	Oversubscribed
Finchampstead CofE Primary School	The governing body of the school	17	All preferences met
Floreat Montague Park Primary School	The GLF Schools Trust	60	Oversubscribed
Grazeley Parochial CofE Primary School	The governing body of the school	30	Oversubscribed
Hatch Ride Primary School	The Corvus Learning Trust	30	All preferences met
Hawkedon Primary School	The Orchard Learning Alliance	60	All preferences met
Highwood Primary School	The Orchard Learning Alliance	60	All preferences met
Hillside Primary School	The Orchard Learning Alliance	60	Oversubscribed
Keep Hatch Primary School	The Frays Academy Trust	60	All preferences met
Nine Mile Ride Primary School	The Circle Trust	54	Oversubscribed

Own admission authority primary and infant schools

School details	Admissions Authority	Places available in 2026	Outcome on National Offer Day 2025
Oaklands Infant School	The Corvus Learning Trust	60	All preferences met
Polehampton C of E Infant School	Keys Academy Trust	60	All preferences met
Rivermead Primary School	Bellevue Place Education Trust	60	All preferences met
Saint Sebastian's C of E Primary School	Keys Academy Trust	15	All preferences met
Shinfield Infant and Nursery School	The Circle Trust	90	Oversubscribed
Sonning CE Primary School	Keys Academy Trust	30	Oversubscribed
South Lake Primary School	The Orchard Learning Alliance	60	All preferences met
St Cecilia's Primary School	Keys Academy Trust	30	All preferences met
St Dominic Savio Catholic Primary School	The governing body of the school	60	Oversubscribed
St Nicholas CE Primary School	Keys Academy Trust	20	Oversubscribed
St Teresa's Catholic Academy	Frassati Catholic Academy Trust	45	All preferences met
The Coombes Primary School	The Keys Academy Trust	60	All preferences met
The Charvil Piggott Primary School	The governing body of the school	30	All preferences met
The Hawthorns Primary School	The Circle Trust	60	All preferences met
Wescott Infant School	The Circle Trust	56	All preferences met
Wheatfield Primary School	GLF Schools Trust	30	All preferences met
Whiteknights Primary School	Bellevue Place Education Trust	60	Oversubscribed
Willow Bank Infant School	The Orchard Learning Alliance	60	All preferences met
Windmill Primary School	GLF Schools Trust	30	All preferences met

Own admission authority junior schools

This section relates to own admission authority schools in Wokingham. These schools set their own admissions criteria, but applications for these schools should still be made to Wokingham Borough School Admissions Service using the **Parent Portal**. Please click on the school details below to be taken to their website for further information about each school.

Please read the **allocation statistics document** for a full breakdown of the allocations for these schools in the last admission round.

School details	Admission Authority	Places available in 2026	Outcome on National Offer Day 2025
Emmbrook Junior	The Circle Trust	64	Oversubscribed
Oaklands Junior School	The Corvus Learning Trust	64	All preferences met
Polehampton C of E Junior School	Keys Academy Trust	60	All preferences met
Shinfield St Mary's Junior School	The Circle Trust	90	All preferences met
Westende Junior School	The Circle Trust	60	All preferences met
Willow Bank Junior School	The Orchard Learning Alliance	60	All preferences met

23. Published admission number (PAN)

Each school has an agreed maximum total number of pupils for each of its year groups. This number is based on building space availability or (for some first/primary schools) on legal class size limits and has been agreed by the school's governing body.

As a parent you may see that more children join a school which takes it over its PAN. This is often, however, due to circumstances outside the control of the school, and is often due to there being successful appeals or if the Local Authority needs to activate the Fair Access Protocol.

A school cannot just decide to admit over its PAN. Schools must consider the physical capacity of the school within current class sizes/structure and overall net capacity, in order to accommodate any additional pupils. The school needs to consider whether it would require any additional resources to meet pupils' need. The admission of the additional pupil/s may also require additional funding and could have an adverse financial impact on the school, which all needs to be considered. It is for these reasons, amongst others, that schools only admit over PAN in exceptional circumstances and where it will not negatively impact the school.

Some schools may consider initially, to allocate above their admission number, based on historical trends relating to the number of declines usually received following National Offer Day. In this circumstance the school will generally not allocate any additional places until numbers have fallen below the agreed admission number.

The Local Authority seeks to maintain a viable school system across the Borough. Whilst the Council remains supportive of meeting individual parental preference where this is reasonable, it also has a much wider remit of ensuring that no school can expand at the expense of another (reducing parental choice), that in-year admissions do not impair future access to a school for particular children or communities, and that the ability to effectively manage localised fluctuations in demand is maintained.

24. Supplementary Information Forms (SIF)

Some schools ask you to complete a **Supplementary Information Form (SIF)** to provide extra information for the admissions criteria to be looked at fully. This is **in addition to** submitting the **Common Application Form (CAF)** to your local authority.

You **must** submit a CAF to the local authority, even if you have already completed the school's SIF form.

It is **vital** that you submit any required SIFs **by the school's deadline**. Failure to do so may significantly reduce the likelihood of your child being offered a place at that school.

A 'supplementary form' and is used by voluntary aided (church) or free schools to gather additional information that will enable the school to consider your application under its **faith or other criteria**.

Only families applying for a place under this oversubscription criteria are required to complete a Supplementary Information Form.

The following schools in the Wokingham Borough require a supplementary Information Form to be completed and sent directly to the school. This can be downloaded by clicking on the school's name below or visiting the school's website directly.

- [St Teresas Catholic School](#)
- [Finchampstead CofE Primary School](#)
- [Oaklands Infant School](#)
- [Oaklands Junior School](#)
- [St Dominic Savio Catholic School](#)
- [Sonning C of E Primary School](#)
- [Earley St Peter's CofE Primary School](#)
- [St Sebastian's CofE Primary School](#)
- [Hatch Ride](#)

Please note: **Out-of-borough schools may also require SIFs**. It is your responsibility to check each school's requirements before listing them on your application.

Where an academy, voluntary-aided, or foundation school receives a SIF from a Wokingham resident, it will **not** be treated as a valid application unless the school is also listed as a preference on the Common Application Form.

Out of borough schools may require SIFs, please ensure you check the schools' requirements before listing them on your application.

25. Change of preference

If an older child transfers to another school after 15 January and you need to change your younger child's school preferences because of this, you should contact Admissions Services: schooladmissions@wokingham.gov.uk

Please be aware that the ability to make changes depends on the stage of the admissions process. Depending on when your older child transfers, it may be possible to update your preferences.

If any medical or social circumstances within the family change **after 15 January** that means that you feel your child would need a place at a particular school, please contact the Admissions Team schooladmissions@wokingham.gov.uk.

To request changes to your school preferences after National Offer Day, you must complete a **Change of Preference Form**. These forms will be considered after the initial response deadline has passed.

The schools listed on the Change of Preference Form will replace your original preferences, so please include any schools you still wish to be considered for.

If you live outside of Wokingham, you must submit your application to your home local authority.

Some academies or out-of-borough schools may require supporting evidence to be sent directly to the school or their local authority. Please check each school's published requirements and deadlines carefully.

26. Applying after the closing date

Any applications received after 15 January will be considered as a late application. However, we may consider applications as on time, under exceptional circumstances, and when evidence is provided to support this. Our ability to accept late applications, with extenuating circumstances, as on time, is time sensitive in view of the processes involved. You can apply by downloading an application form from our website [Starting infant or primary school - ages 4 - 5 - Wokingham Borough Council](#) and emailing the completed form to schooladmissions@wokingham.gov.uk

27. Proof of residence

Your home address is a key part of how your school application is assessed. The address you provide **must be your child's single, permanent home**, where they will continue to live **beyond the date they start school**.

We will check addresses against Wokingham Borough Council's council tax records. If a place is offered based on an incorrect or misleading address, the offer may be **withdrawn**.

If we need to verify your address, we will ask for **proof of both entry and exit**:

Entry proof may include:

- A signed tenancy agreement (minimum 12 months)
- A solicitor's letter confirming **exchange of contracts** for a house purchase
- Posting or marching-out orders (for armed forces families)
- Evidence of registration for council tax, electoral roll, or driving licence at the new address

Exit proof may include:

- Confirmation from a landlord or letting agent of the end of a tenancy
- Solicitor's letter confirming **exchange of contracts on** of sale of a previous property
- Other documents showing disposal of a previous address

We may also request details of ownership, tenancy, or disposal of any previous addresses. Additional information may be requested at any time.

If you are already living at the address:

Please provide a copy of your **current council tax statement** for the financial year. If applying online, you may be asked to enter your Council Tax Reference Number.

If you are moving to a new address:

- **Renting:**

Provide a full copy of your signed tenancy agreement (minimum 12 months).

For 6-month tenancies, we require written confirmation from the landlord explaining why a 12-month agreement is not issued, or confirmation that it is a rolling tenancy with the expectation of staying longer than 6 months.

Short-term tenancies may not be accepted.

- **Buying a property:**

Provide a letter or email directly from your solicitor confirming exchange of contracts.

- **Buying a new build property:**

If purchasing a new build, in addition to the above, provide evidence that the family will be living there before the child's expected start date, for example, a letter from the developer confirming a build completion date. Documents evidencing the ownership or purchase of a plot of land will not be accepted.

- **Armed Forces:**

Submit a copy of your posting or marching-out order. A school place can only be allocated once proof of residence is received.

Submission of evidence to support a move for primary or junior school applications must be received by the deadline stated in the 'key dates' table on page 4.

28. Changing your address

Moving before 15 January

If you move address before 15 January, you must notify us in writing by emailing schooladmissions@wokingham.gov.uk and provide evidence of your new address and disposal of your old address. You can also make changes to the schools you wish to apply to.

Moving after 15 January

If moving to or within the Wokingham Borough, address evidence received after 15 January cannot be considered for the initial offer of places. Your address will not be updated until **after** national offer day. It is unlikely you will receive an update from School Admissions until **after the initial response deadline** has been reached because we will need to see what places become available at oversubscribed schools. Please refer to the key dates at the start of this guide. It will be used for waiting list purposes after national offer day where required.

Moving after National Offer Day and before 31 August

If you are moving into the Borough you will need to submit a **late application** and attach your supporting address evidence. We will not take your application over from your current LA until address evidence has been received. If there is a delay in providing your address evidence, we recommend you update your school preferences with your current local authority and request Wokingham School preferences to be added.

The admission address on your application should be your child's single permanent home and your child is expected to be **resident at this address beyond the date of your child starting school**. If you are moving within the Wokingham Brough before 31 August, you **must** email school admissions notifying them of your change of address and attach your supporting address evidence. If you wish to change your school preferences, please complete a **Change of Preference Form** available on our website.

Important - If a child has been allocated a place at a school and then subsequently moves from the address on the application before 31 August, the Local Authority will revisit the allocation and **may remove the place if the child is no longer eligible for the space**. At that point, any allocation would be subject to availability at that time.

Siblings

We define siblings as brothers or sisters **living at the same address as their primary place of residence**. This includes:

- Full siblings
- Half siblings
- Step siblings
- Foster siblings

All siblings must be living at the same address to be considered under the sibling criterion. Siblings who live at different addresses will not be considered under this criterion.

A sibling link means your application may be given higher priority than those without a sibling at the school, depending on the school's admissions criteria.

Important: For most schools, sibling priority is considered after designated area children, so having a sibling at the school does not guarantee a place.

Having children of similar ages at two different schools can be difficult. Some parents/carers find that they are successful in obtaining a place for their eldest child but are unsuccessful for their younger children in future years.

If you obtain a place for one of your children at a school, this does not mean that places can be guaranteed for their siblings either currently or at a later date.

Exceptions, particularly infant class size exceptions cannot be made to admit siblings into a school if classes are full.

Please note that the 'sibling' criterion in the admissions policy for infant and junior schools does not apply to siblings who attend other nearby infant or junior schools, only to siblings at the same school at the time of admission.

29. Measuring home to school distance

We use the Capita ONE system to calculate the distance between your child's home and the school. This system measures the distance in miles to three decimal places, using a straight-line (as-the-crow-flies) calculation from the home address (start point) to the school (end point).

Important: The distances calculated by Capita ONE may differ from those shown on personal or online mapping tools such as Google Maps, satellite navigation systems, or other route planners. These tools often use road routes or walking paths, which are not used for admissions purposes. Only the distance calculated by the local authority's Capita ONE system will be used when assessing applications under distance-based criteria.

30. National Offer Day

On **National Offer Day**, we inform parents which school has been offered to their child.

- If you applied via the Citizen's Portal and requested email notifications, you will receive an email from 9am on National Offer Day.
- If you submitted an on-time paper application and provided an email address, you will also receive an email from 9am.
- If you did not provide an email address, your offer letter will be posted on National Offer Day.

Each local authority is responsible for informing its residents of the outcome of their application, **even if the school offered is outside their borough.**

Please note: It may not be possible to offer all children a school place on National Offer Day. This day marks the **start of the offer process**, and further offers are made as places become available—such as when families accept or decline offers or make alternative arrangements.

Waiting lists typically take **4–6 weeks** to settle after the initial response deadline.

31. Reasons for Refusal School Admissions

If we have not been able to offer your child a place at one of your preferred schools, it is because:

- The school received **more applications than available places**, and not all requests could be met.
- Places are allocated according to the **published admissions criteria** of the relevant admission authority.
- Your child's application may not have been **ranked high enough** under those criteria to be offered a place.

If you listed own admission authority schools (such as academies or voluntary aided schools) and one of these was ranked higher than the school offered, the trust or governing body of that school was responsible for ranking applications. They were unable to offer your child a place because your application did not meet a high enough priority under their criteria.

If you applied for a school in another local authority (LA) and were refused a place, you should contact that LA directly for more information about the decision.

Late Applications: If you applied after the closing date, and we were unable to offer a place at your preferred school, it is because the school had already reached its admissions number (the maximum number of children that can be admitted to the year group) during the initial round of allocations.

32. Waiting lists

Your child's name will automatically be placed on the waiting list, in criteria order, of any Wokingham school that you named as a higher preference than the school you have been offered.

Your child will remain on the waiting list(s) for the whole of the academic year (until 31 July 2027). If, at any time after completing your acceptance from, you want your child's name to be removed from a waiting list, please confirm by email to the School Admissions Team and your request will be actioned.

Key waiting list information

- The waiting list will include children new to the area who weren't able to make an application on time.
- Waiting list positions are subject to change as they must be re-ranked each time a new application is received.
- You should be aware that if an application is received for a child who has higher priority under the school's admission criteria, it can affect your child's position on a waiting list. They can move down as well as up the list.
- Your child can remain on more than one waiting list.
- Wait lists will be closed at the end of a school year (31st July) and parents will need to re-apply for a place at their preferred school.
- Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.
- For schools outside of Wokingham, you must check with them direct whether you have been automatically added to their waiting list(s)

Waiting list positions

Waiting list information will only be provided by email. To request your child's waiting list position, please email [**schooladmissions@wokingham.gov.uk**](mailto:schooladmissions@wokingham.gov.uk) including your child's full name and date of birth. Waiting list information will be available from 4 May, however, wait list positions will not settle for approximately 4 to 6 weeks.

To allow the team to focus on processing late applications and fill spaces from waiting lists, we ask that parents keep enquiries about waiting list positions to a minimum until June.

Waiting list allocations

If a place becomes available for your child from a waiting list, the School Admissions Team will allocate that place and send you an offer letter. At the same time, the existing offer of a place at a lower preference school will be withdrawn.

Following the new offer, any school(s) listed lower in preference to the offered school will be marked as no longer required.

You should be aware that this could happen up until the 31 August.

Waiting lists from September

From September, waiting lists will be handed over to schools who do not buy into our In Year service. If a place becomes available for your child from a waiting list from September, you will be contacted and will have the opportunity to accept or decline the place.

33. Confirming acceptance of the school offer

Please respond to your offer by the response deadline (see key dates).

Applications received via Citizen's Portal

Please accept or decline the school offered by [logging into the Citizen Portal website](#).

Paper applications

You can accept or decline a school place offer by clicking on the following link. **Accept or decline the school place you've been offered.**

If you are not happy with the place offered, we recommend that you accept the place and remain on the waiting list for higher preferred schools. Accepting the offered place does not impact your chance of gaining a place from a wait list but will ensure your child has a school place for September.

34. Updating your school preferences

Following National Offer Day if you wish to make changes to your school preferences please complete a **Change of Preference Form**. It is unlikely you will receive an update from School Admissions until **after the initial response deadline** has been reached because we will need to see what places become available at oversubscribed schools. It is strongly recommended that you secure and accept a place at one of the schools that still have availability.

It typically takes 4-6 weeks for waiting list movement to settle following the initial response deadline.

Your child's waiting list position at your preferred schools, or the outcome of an appeal that you decide to make, will not be affected by your child having an alternative school place.

35. School Place appeals

When you applied for a school place for your child you will have listed up to four preferences. Officers from the Admissions Team in the Admission Authority will have allocated a place using the Authority's admission criteria. If your child has not been offered a place at the school of your preference you have the right to appeal against the Admission Authority's decision.

Appeals can be made in relation to any school year group up to and including the age of 18. The law gives you the opportunity to put your case to an Independent Appeal Panel known as the IAP, whose decision is made independently of the Admission Authority.

The appeal hearing is your chance to put your side of the argument – to have your say. **Section 86**, of the **School Standards and Framework Act 1998** allows you to express a preference, and give reasons for that preference, regarding the school you would like your child to attend.

However, you do not have an absolute right to choose a school because the law states that the Admission Authority need not meet your preference if the Year Group has reached its Admission Number and, as a result, compliance with your preference would “prejudice the provision of efficient education or the efficient use of resources”.

This means that, for example, the school would have trouble accommodating an extra child in the classroom because of space or the number of desks or computers available, or that there would be Health and Safety issues in play areas, science laboratories, or technical areas.

Appeals are a legal process, and some families can find this a stressful experience. Therefore, before starting the appeals process, you should consider the alternatives:

Accept the school place you have been offered If you are a Wokingham resident, you will have been offered a school place. Accepting this place will guarantee that your child can start school, even if no places become available at your preferred school. This will not affect your right to submit an appeal or your child's current position on a waiting list.

Remain on the waiting list for your preferred schools. Your child's name will automatically be added to any waiting list where your application has been unsuccessful. When a place becomes available, it will be offered to the child who is at the top of this list at that time. The waiting list is ordered in accordance with each school's admissions policy.

Apply for an alternative school that was not on your original application by completing a **Change of Preference Form**

For detailed information about the appeals process and how to submit an appeal please read our **parents' guide to school admissions appeals**.

36. Travel Assistance

Getting to school safely and reliably is an essential part of every child's day. While most families make their own arrangements—whether walking, cycling, using public transport, or driving—some children face genuine barriers to independent travel. In these cases, Wokingham Borough Council may provide travel assistance, but only in **very specific and limited circumstances**. Support is not automatic and is subject to strict eligibility criteria based on age, distance to their nearest school, and individual needs.

Who Might Qualify?

Your child may be eligible for travel assistance if all of the following apply:

- They are of **compulsory school age** (from the term after their 5th birthday until the end of Year 11), and
- They attend the **nearest suitable school** with places available, and
- One or more of the following conditions is met:
 - The distance between home and school is **over 2 miles** (for children under 8), or **over 3 miles** (for children aged 8 to 16), or
 - The walking route to school is assessed as **unsafe**, even if within the statutory walking distance, or
 - They are **unable to walk or travel independently** due to a **special educational need or disability (SEND)**, regardless of the distance to school.

The nearest suitable school may be in Wokingham or a neighbouring borough such as Reading, Bracknell Forest or Hampshire for example. Eligibility is based on physical distance, not on preference or catchment areas.

Suitability refers to whether the school is appropriate for the child's age and ability, and whether it can meet their **educational needs**. This means the school must be able to deliver the national curriculum and provide access to learning appropriate for the child's stage of development. It does **not** relate to Ofsted ratings, popularity, or parental views about school quality.

How Travel Assistance Is Assessed

Eligibility is assessed using the **shortest safe walking route** from your home to the school. This may include footpaths, bridleways, and other public rights of way—not just roads.

To qualify, your child must be attending the **nearest suitable school** with places available. This may not be your catchment or designated area school, and it may not be a Wokingham school. In some cases, a school in a neighbouring borough could be closer to your home. If a place was available at a nearer school and it was not listed on your application, travel assistance is unlikely to be provided.

For children with **special educational needs or disabilities (SEND)**, the Council will also consider whether the child can reasonably be expected to walk or travel independently, with or without support. Supporting evidence will be required in these cases.

What Support Might Be Offered?

If your child qualifies, the Council will decide the most appropriate form of assistance. This may include:

- A **Personal Travel Budget** to help you arrange transport independently.
- A **bus pass** for use on public transport.
- A seat on a school bus or shared taxi, **in exceptional cases**.

The type of support offered will depend on your child's needs and the nature of the journey.

What's Not Covered

Travel assistance is not provided for:

- After-school clubs or childcare arrangements.
- Travel to a school chosen for preference or convenience.

- Journeys outside normal school hours.
- Appointments or alternative provision arranged by the school.

Sustainable Travel Options

Wokingham Borough Council encourages families to consider active and sustainable ways of getting to school. The **My Journey Wokingham** website offers advice, maps, and resources to help children walk, cycle, or scoot safely. It also provides information on park and stride schemes, public transport, and road safety education. These options can support children's independence, health, and wellbeing while reducing traffic and pollution around schools.

Useful Links

- [Travel assistance to school and college](#)
- [My Journey](#)